### FALL 2020 DATES TO REMEMBER

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Registration and Payment Opens</td>
<td>1 April - 4 September</td>
</tr>
<tr>
<td>Admissions Deadline</td>
<td>1 June</td>
</tr>
<tr>
<td>Financial Support Application Deadline</td>
<td>1 June</td>
</tr>
<tr>
<td>College Closed</td>
<td>30 - 31 July</td>
</tr>
<tr>
<td>Late Admissions Deadline</td>
<td>1 August</td>
</tr>
<tr>
<td>Deadline to Request Challenge Exams</td>
<td>21 August</td>
</tr>
<tr>
<td>Deadline for Application for Transfer Credit</td>
<td>21 August</td>
</tr>
<tr>
<td>Session Opens</td>
<td>24 August</td>
</tr>
<tr>
<td>Registration Day</td>
<td>24 August</td>
</tr>
<tr>
<td>Challenge Exams</td>
<td>24 August</td>
</tr>
<tr>
<td>Government Grant Application Deadline</td>
<td>26 August</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>26 August</td>
</tr>
<tr>
<td>Faculty Professional Development Day</td>
<td>27 August</td>
</tr>
<tr>
<td>Last Day for Early Registration</td>
<td>28 August</td>
</tr>
<tr>
<td>College Development Day (College Closed)</td>
<td>28 August</td>
</tr>
<tr>
<td>Final CPT before Semester Start</td>
<td>29 August</td>
</tr>
<tr>
<td>Late Registration</td>
<td>31 August - 4 September</td>
</tr>
<tr>
<td>First Day of Classes (Credit Courses)</td>
<td>31 August</td>
</tr>
<tr>
<td>Add/Drop Period</td>
<td>31 August - 4 September</td>
</tr>
<tr>
<td>Convocation</td>
<td>3 September</td>
</tr>
<tr>
<td>Last Day for Tuition Payment</td>
<td>4 September</td>
</tr>
<tr>
<td>Last Day to Submit Incomplete Grades</td>
<td>30 August (extended 21 October)</td>
</tr>
<tr>
<td>College Closed</td>
<td>7 September</td>
</tr>
<tr>
<td>First Day of Professional &amp; Career Education (PACE) classes</td>
<td>see course schedule</td>
</tr>
<tr>
<td>Deregistration - (withdrawal of students who have not paid)</td>
<td>14 September</td>
</tr>
<tr>
<td>Last Day to Withdraw from Courses Without Financial Penalty</td>
<td>16 September</td>
</tr>
<tr>
<td>Census Day</td>
<td>23 September</td>
</tr>
<tr>
<td>Payment Plan (Instalment One)</td>
<td>28 September</td>
</tr>
<tr>
<td>Mid-semester Grades Deadline</td>
<td>21 October</td>
</tr>
<tr>
<td>Mid-semester Break</td>
<td>22 - 25 October</td>
</tr>
<tr>
<td>Payment Plan (Instalment Two)</td>
<td>28 October</td>
</tr>
<tr>
<td>Last Day to Withdraw from Courses Without Academic Penalty</td>
<td>30 October</td>
</tr>
<tr>
<td>Spirit Day</td>
<td>30 October</td>
</tr>
<tr>
<td>Graduation Application Deadline</td>
<td>1 November</td>
</tr>
<tr>
<td>Admissions Deadline (Nursing)</td>
<td>1 November</td>
</tr>
<tr>
<td>Student Opinion Survey Opens</td>
<td>9 November</td>
</tr>
<tr>
<td>College Closed</td>
<td>11 November</td>
</tr>
<tr>
<td>Last Day of Lectures /Clinicals</td>
<td>6 December</td>
</tr>
<tr>
<td>Reading Days (Day Classes Only)</td>
<td>7 - 8 December</td>
</tr>
<tr>
<td><strong>FINAL EXAMS</strong></td>
<td></td>
</tr>
<tr>
<td>Semester Grades Deadline</td>
<td>16 December</td>
</tr>
<tr>
<td>In-House Awards Applications Deadline</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Graduation List Posted*</td>
<td>17 December</td>
</tr>
<tr>
<td>Commencement</td>
<td>7 January*</td>
</tr>
</tbody>
</table>

*FALL COMMENCEMENT EXERCISES IS CONTINGENT ON A MINIMUM OF 25 GRADUANDS.

- Registration is open until 4 September 2020
- All classes will remain in the remote teaching environment with the exception of those with experiential components including, Technical Education, Art, Culinary Arts, and some science labs.
- Fall 2020 course offerings are subject to change
# Contents: Credit Courses 2020

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<th>Page</th>
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</thead>
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<td>How to Read the Course Listings</td>
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<td>Art &amp; Design</td>
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<td>Art History</td>
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<td>Biology</td>
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<tr>
<td>Computer Studies</td>
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</tr>
<tr>
<td>Cookery &amp; Nutrition</td>
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<tr>
<td>E-Commerce</td>
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<tr>
<td>Earth &amp; Environmental Science</td>
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<td>Electrical Wiring</td>
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<td>English Communication</td>
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<td>Food &amp; Beverage Service</td>
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<tr>
<td>French</td>
<td>21</td>
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<tr>
<td>Heating, Ventilation &amp; Air Conditioning</td>
<td>21</td>
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<tr>
<td>History</td>
<td>21</td>
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<td>Hotel Management</td>
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<td>Insurance</td>
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<td>Management</td>
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<td>Mathematics</td>
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<td>Motor Vehicle Technology</td>
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<tr>
<td>Music</td>
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<td>NCCER</td>
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<td>Office Assistants</td>
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<td>Philosophy</td>
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<td>Technical Courses</td>
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<tr>
<td>Welding Technology</td>
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<tr>
<td>Wood Technology</td>
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</tbody>
</table>

Courses are subject to cancellation and/or day/time changes.

For Professional & Career Education (PACE)
NON-CREDIT COURSES, see page 33
## Credit Courses Tuition Schedule

### Bermudian Students

**Tuition Schedule (per semester):** The tuition total is based on the number of credits for which students register. Most courses are 3 credits, however, there are some exceptions. For example: CSC, PED and lab courses.

The fees below also apply to non-Bermudians who have resided in Bermuda for at least five consecutive years.

<table>
<thead>
<tr>
<th># Credits</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>1</td>
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</tr>
<tr>
<td>2</td>
<td>310.00</td>
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<tr>
<td>3</td>
<td>465.00</td>
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<tr>
<td>4</td>
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<tr>
<td>5</td>
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<td>13</td>
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<tr>
<td>17</td>
<td>2635.00</td>
</tr>
<tr>
<td>18</td>
<td>2790.00</td>
</tr>
</tbody>
</table>

### Resident International

**Resident International Students:** Students who are not Bermudian and have been on the Island for less than five years will have to pay the resident international fees.

**Tuition Schedule (per semester):** Fees are made up of tuition and an international differential. The total is based on the number of credits for which students register. Most courses are 3 credits, however there are some exceptions; For example: CSC, PED and lab courses.

<table>
<thead>
<tr>
<th># Credits</th>
<th>Tuition Per Credit</th>
<th>Differential Fee</th>
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<tr>
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<tr>
<td>4</td>
<td>620.00</td>
<td>500.00</td>
<td>1120.00</td>
</tr>
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<td>5</td>
<td>775.00</td>
<td>625.00</td>
<td>1400.00</td>
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<tr>
<td>6</td>
<td>930.00</td>
<td>750.00</td>
<td>1680.00</td>
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<td>1085.00</td>
<td>875.00</td>
<td>1960.00</td>
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<td>3980.00</td>
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<tr>
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<td>2635.00</td>
<td>1500.00</td>
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<tr>
<td>18</td>
<td>2790.00</td>
<td>1500.00</td>
<td>4290.00</td>
</tr>
</tbody>
</table>

**Total Cost for 19+ Credits =**

- **Total Credits x $155 + $1500**

As a member of the Bermuda Credit Association (BCA), all overdue accounts are referred to the BCA. The student will agree to pay all agency charges, legal costs and other expenses incurred by Bermuda College in attempting to recover overdue amounts.
MISCELLANEOUS FEES (non-refundable)

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Application fee</td>
<td>$50.00*</td>
</tr>
<tr>
<td>International application fee</td>
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<tr>
<td>Graduation fee</td>
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</tr>
<tr>
<td>Laptop rental fee</td>
<td>$250.00</td>
</tr>
<tr>
<td>Admissions deposit fee</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

* The application fee is valid for two academic years (four semesters) only, student must reapply after two years.

PAYMENT METHODS
Bermuda College Online Payments (using credit cards) (American Express not accepted)
- On the College website (www.college.bm), under Quicklinks.
- On the Student Portal under My Account
- On the College App

Local Banks Bill Payments through HSBC, Butterfield Bank and Clarien Bank.

Business Office Front Desk, College Centre 2nd floor
All major credit cards are accepted. (American Express not accepted).
Cheques should be made payable in Bermuda or US funds to Bermuda College.

WITHDRAWALS & REFUNDS
FULL REFUND prior to the first day of class for each semester.
PARTIAL TUITION REFUND of 30% on or before the financial penalty date.
NO REFUND after the 10th day of class for each semester.

Students are responsible for fees if courses are dropped after the financial penalty date.

NOTE: Withdrawal from any course is a formal process. Non-attendance of class does not constitute an official withdrawal.

HOW TO READ THE COURSE LISTINGS

COURSE TITLE
Intermediate Accounting I

COURSE DESCRIPTION
A detailed and in-depth study of accounting principles, practices and concepts with emphasis on their application to income determination and asset valuation. Prerequisite: C standing in ACC 1135 3 and ACC 1145 3.

COURSE CODE
ACC 2201

CREDITS
3CR

SECT 01
NTHH
Karen J. Daniels

BUILDING
G223

TIME
6:00 - 09:00 PM

NOTE: ABBREVIATIONS FOR DAYS OF THE WEEK:
M - MONDAY • T - TUESDAY • W - WEDNESDAY • R - THURSDAY • F - FRIDAY • S - SATURDAY • U - SUNDAY

NOTE: ABBREVIATIONS FOR BUILDINGS:
NH - North Hall • BH - Brock Hall • HH - Hallett Hall • TH - Tech Hall • WH - West Hall
**ACCOUNTING**

**Practical Accounting Procedures I**

ACC 1041 3cR  
This course is designed as an introduction to analysis, classification, and recording of business transactions in a manual environment with emphasis on the complete accounting cycle for a service business. Includes preparation of financial statements and bank reconciliations. *This course is a certificate course and will not normally transfer into degree programmes.*

SEC 01 HH H104 TR 10:05 AM - 11:25 AM  
Gwendolyn Lawrence

**Accounting I**

ACC 1135 3cR  
An introduction to the basic theory and applications of contemporary financial accounting, including recording of transactions, measurement of income and the preparation of financial statements.  
*Prerequisite:* MAT 0015 or ACC1041 or equivalent.

SEC 02 NH G304 TR 10:05 AM - 11:25 AM  
Ann Parsons

SEC 03 NH G304 TR 11:35 AM - 12:55 PM  
Ann Parsons

SEC D1 NH G304 T 5:00 PM - 8:00 PM  
Ann Parsons

**Accounting II**

ACC 1145 3cR  
An introduction to managerial accounting. Topics include bonds and long-term notes payable, investments, cash flows, analysis of financial statements, cost accounting, cost-volume-profit analysis, budgeting and managerial decision-making.  
*Prerequisite:* ACC 1135

SEC 01 NH G226 TR 11:35 AM - 12:55 PM  
Gwendolyn Lawrence

---

**ART & DESIGN**

**Introductory Drawing**

ART 1101 3cR  
A foundation course in drawing. Focuses on the development of the student’s awareness of line, tone, proportion, spatial relationships and rhythm. Subject matter will include still life, man-made and natural objects, landscape and non-figurative themes.

SEC 01 NH G204 MW 9:35 AM - 11:55 AM  
Michael Walsh

**Two-dimensional Design**

ART 1120 3cR  
A theoretical and practical exploration of the principles of two-dimensional design (line, shape, form, and composition) along with the investigation of various materials and tools, including the computer, so as to establish a framework in which students can solve various design problems.

SEC 01 NH G204 TR 8:35 AM - 10:55 AM  
Michael Walsh

**Introduction to Colour and Composition**

ART 1135 3cR  
A theoretical and practical study of colour and composition in art and in nature.

SEC 01 NH G204 MW 3:35 PM - 5:55 PM  
Michael Walsh

**Intermediate Sculpture**

ART 2221 3cR  
A continuation of ART 1122 Introductory Sculpture with opportunity for more individual expression and refinement while focusing on contemporary sculpting practices (fabrication, installation art, public art, performance art, etc.). The investigation of various materials and tools, including the computer, so as to
Two Accredited Programmes
One Extraordinary Experience

ASSOCIATE OF APPLIED SCIENCE & DIPLOMA IN CULINARY ARTS

Accredited by the American Culinary Federation, these programmes provide students with the latest culinary techniques, recipes and trends, hands-on training from professional chef instructors, fully equipped professional kitchens, and real-world experience to succeed in this growing industry.

90% of our graduates secure immediate employment upon completion of our programmes. Specific courses include:
- Emphasis on International and Regional cuisines
- Advanced Production Cookery
- Nutrition
- Techniques in Healthy Cooking

Plus ~ A 12-week summer internship, allowing students the opportunity to work with some of Bermuda’s top chefs.

To Enrol Contact Our Recruitment Officer Today!
Recruitment Officer: T: 239-4099 • E: tdill@college.bm
establish a framework in which students can solve various design problems also occurs. Prerequisite: ART 1122

SEC 01 NH G204 MW 12:35 PM - 2:55 PM
Michael Walsh

Intermediate Painting ART 2230 3CR
A more detailed study in painting, using acrylics, oils, or watercolour to explore inherent qualities in each medium. Emphasis will be placed on tone, colour and composition. Prerequisite: ART 1102

SEC 01 NH G207 TR 10:35 AM - 12:55 PM
Edwin Smith

Introduction to Graphic Design ART 2250 3CR
A more detailed study of color phenomena and its application to art, such as transparency, translucency, iridescence and luminescence. Students will be expected to apply this information to their own works of art. Prerequisite: ART 1135

SEC 01 NH G207 TR 3:35 PM - 5:55 PM
Edwin Smith

ART HISTORY

Introduction to Art History I AHS 1126 3CR
An historical survey of the development of western art and architecture from the earliest times to the Renaissance. Prerequisite: A grade of C or better in ENG 0012

SEC 01 NH G304 MWF 8:35 AM - 9:25 AM
Edwin Smith

Nineteenth Century Art AHS 2280 3CR
A study of European art, 1800 to 1855, including painting, sculpture, architecture and decorative arts from the Neo-Classical and Romantic periods to the height of the Victorian era. Primary topics and artists: Delacroix and romanticism in France; Turner and British romantic landscape painting; the pre-Raphaelites, Courbet and the French realist, Goya. Prerequisites: AHS 1126 and AHS 1127

SEC 01 NH G304 MWF 10:35 AM - 11:25 AM
Edwin Smith

Computer technology will continue to evolve, especially as companies switch to newer, faster, and more mobile networks. Added to this, cyber safety will become more of a concern. Critical industries such as healthcare, finance, retail and manufacturing continue to invest more into IT departments as their technology and equipment become more advanced. This means good employment opportunities for those seeking careers in Computer Information Systems. Bermuda College offers an accredited Computer Information Systems degree.

“The CIS programme gave me a theoretical and practical exposure to Information Systems. It has prepared me for the ever-changing field of information technology. The programme has given me a strong foundation to build upon.”

~ Diogo Mota ~
## BIOLOGY

### Preparatory Biology

**BIO 0013 0CR**

General concepts and principles in biology. Topics include characteristics of life, introductory chemistry and biochemistry, cell structure and function, photosynthesis, cell respiration, patterns of inheritance, human genetics and mutations. Laboratory. A grade of C or better will be required to advance to the 1000-level courses. **Corequisite: MAT 0014**

<table>
<thead>
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<th>Section</th>
<th>Days</th>
<th>Location</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>SEC 01</td>
<td>HH</td>
<td>H102</td>
<td>MWF 10:35 AM - 11:25 AM</td>
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<td></td>
<td>HH</td>
<td>H154</td>
<td>R 9:35 AM - 12:25 PM</td>
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<td></td>
<td></td>
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<tr>
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<td>HH</td>
<td>H102</td>
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<td></td>
<td>HH</td>
<td>H154</td>
<td>T 2:35 PM - 5:25 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Takia Martin</td>
</tr>
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</table>

### Introduction to the Life Sciences

**BIO 1102 4CR**

The focus initially is on methodology and major concepts in the life sciences. Elementary studies at the cell level for animals and plants will involve some related basic chemistry and physics. Laboratory techniques will be developed. This survey course is appropriate for those students who do not plan to specialise in the biological sciences. (It is also appropriate for mature students or persons with post-secondary or broad general experience but without formal science preparation). **Prerequisite: A grade of C or better in BIO 0013**

<table>
<thead>
<tr>
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<td>H273</td>
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<td></td>
<td></td>
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<td>Alnisha Simmons</td>
</tr>
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</table>

### Principles of Biology I

**BIO 1121 4CR**

Designed for students intending to pursue further studies in the biological sciences, this course is the first of two providing a comprehensive introduction to biology. The aims is to foster a realisation of the underlying similarities of organisms and an appreciation of their diversity. Topics include cellular processes with a focus on biochemistry, histology, evolution, genetics, and taxonomy. A sound background in chemistry, physics and mathematics is essential. Laboratory. **Prerequisites: A grade of C or better in BIO 0013 and MAT 0015, or alternative in Biology (with Lab.); Corequisite: MAT 1105**

<table>
<thead>
<tr>
<th>Section</th>
<th>Days</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC 01</td>
<td>HH</td>
<td>H102</td>
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<td>HH</td>
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<td>Tracey Harney</td>
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### Principles of Biology II

**BIO 1122 4CR**

A continuation of BIO 1121. This course will further explore variation and biological continuity through genetics, development and ecology as well as provide an introduction to basic physiological systems. Laboratory. **Prerequisite: BIO 1121**

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### Anatomy and Physiology I

**BIO 2211 4CR**

Exploration of the intricate functions of the human body with emphasis on the physiological functions of the integumentary, skeletal, muscular, nervous, and the endocrine systems. Integration of the human body will be studied as a whole focusing on the major theme of homeostasis. Laboratory. **Prerequisite: BIO 1122**

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### Anatomy and Physiology II

**BIO 2212 4CR**

A continuation of Anatomy and Physiology I, with emphasis on the cardiovascular system, the lymphatic system and immunity, the respiratory system, the digestive system and metabolism, the urinary system, fluid/electrolyte and acid/base balance, and the reproductive systems. Integration of the human body will be studied as a whole focusing on the major theme of homeostasis. Case study investigations will be explored. Laboratory. **Prerequisite: BIO 2211**

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### Medical Microbiology

**BIO 2222 4CR**

A course designed for students intending to pursue further studies in the biological sciences. This course is structured to provide a comprehensive introduction to medical microbiology. The aim is to foster in-depth knowledge of infectious microorganisms, their biochemistry and how they infect the organ systems of the human body. Basic microbiological principles with a focus on taxonomy, cell morphology and human pathologies caused by microorganisms. **Prerequisite: BIO 2212**

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## CHEMISTRY

### Preparatory Chemistry

**CHM 0013 0CR**

A one semester course designed to introduce students to the language, tools and theories of chemistry. Topics included in this course are as follows: elements, compounds, mixtures, atoms, matter, bonding, introductory organic chemistry and biological chemistry. Laboratory. A grade of C or better will be required to advance to the 1000-level courses. **Corequisite: MAT 0014**

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OPENING HOURS
Monday - Thursday: 8:30 a.m. - 6:00 p.m.
Friday: 8:30 a.m. - 4:30 p.m.

EXTENDED HOURS
FALL SEMESTER
FIRST TWO WEEKS Monday - Thursday: 8:30 a.m. - 7 p.m.
First Saturday before semester begins: 10 a.m. - 2 p.m.

SPRING SEMESTER
FIRST WEEK: 8:30 a.m. - 7 p.m.

SUMMER HOURS
Monday - Thursday: 8:45 a.m. - 4:30 p.m.
Friday: 8:45 a.m. - 4:30 p.m. (subject to change)

LOCATION: 1st Floor College Centre
CALL FOR MORE INFORMATION 239-4012

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• Introduction to Construction Drawings
• Basic Employability Skills
• Introduction to Construction Math
• Introduction to Power Tools
• Basic Communication Skills
• Introduction to Materials Handling

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FALL 2020 CLASSES: REMOTE TEACHING ENVIRONMENT  •  Second Floor, Bermuda College Centre

**Principles of Chemistry I**  CHM 1111  4CR
A survey of fundamental principles of physical chemistry including atomic structure, chemical bonding, molecular structure and gas laws. Laboratory.  
**Prerequisites:** A grade of C or better in CHM 0013 and MAT 0015  
**Corequisite:** MAT 1105

**SEC 01**  HH  H160  MWF  10:35 AM - 11:25 AM  
Jeffrey Reigner

**SEC 02**  HH  H160  M  2:35 PM - 5:25 PM  
Jeffrey Reigner

**Organic Chemistry I**  CHM 2256  4CR
A broad introduction to the behaviour of aliphatic and aromatic carbon compounds, including hydrocarbons, alcohols, aldehydes and ketones, stereo-isomerism, optical activity and spectroscopy. Laboratory.

**SEC 01**  HH  H106  MWF  11:35 AM - 12:25 PM  
Jeffrey Reigner

**SEC 02**  HH  H160  F  2:35 PM - 5:25 PM  
Jeffrey Reigner

**COMPUTER STUDIES**

**Introduction to Business Applications of Computers**  CIS 1120  3CR
Intended to provide students with an initial exposure to the main areas of software used in business: word processing, spreadsheets and presentation software. Additionally, an introduction to database management will be provided. A consideration of business application software in the context of the overall computer system will also be covered to include an overview of computer design, networking, operating systems and hardware options. This course is also suitable for those students studying programmes in social sciences or science.

**SEC 01**  NH  G323  TR  11:35 AM - 12:55 PM  
Shawn DeShields

**SEC 02**  NH  G323  W  6:00 PM - 9:00 PM  
Shawn DeShields

**SEC D1**  NH  G307  S  10:00 AM - 1:00 PM  
Shawn DeShields

**SEC D2**  NH  G223  TR  2:35 PM - 3:55 PM  
Shawn DeShields

**Introduction to Computers and Information Technology**  CIS 1125  3CR
This entry-level survey course explores computers and their applications. Students are provided with an appreciation of what computers are, how they work and what tasks can be accomplished using them. Topics include the impact of computers on society; computer hardware including CPU, disks, other storage devices and input and output devices; computer software including data representation, data structures, operating systems, application programmes and database management systems; introduction to programming and programming languages; computer communications including the Internet, the world-wide web and e-mail; a brief history of computing; computer security, privacy and ethics. The coursework will cover the material needed for students to take the CompTIA IT Fundamental Certification. **Prerequisite:** A grade of a C or better in ENG 0012. Fundamental Computer Literacy or CIS 1120 as a corequisite.

**SEC 02**  HH  H276  TR  11:35 AM - 12:55 PM  
Michael Simmons

**System Analysis and Design**  CIS 2231  3CR
Intended to provide an understanding of the scope and nature of information systems, techniques applied to systems analysis and design and of the development life-cycle of a computer system project. Topics include the need for information and management systems, the human aspects of system development, fact-finding and structured systems analysis, design for real-time and distributed systems, computer hardware and software acquisition, system implementation techniques, and case studies.  
**Prerequisite:** CIS 1125  
**Corequisites:** CIS 1130 and ENG 0012 and MAT 0015

**SEC 01**  HH  H276  TR  2:35 PM - 3:55 PM  
Michael Simmons

**Networking Technologies**  CIS 2290  3CR
This course covers the technology underlying data-communications systems such as transmission media, modulation and demodulation, multiplexing, packet switching, hardware, software and network operations. Topics include fiber optics, the Integrated Services Digital Network (ISDN), T-1 and T-3 multiplex, the open system interconnection (OSI) model, and integrated voice-data equipment. The coursework will cover the material needed for students to take the CompTIA Network+ Certification.  
**Prerequisite:** CIS 2278

**SEC D1**  HH  H278  R  6:00 PM - 9:00 PM  
Michael Simmons
**Computer Skills Module**

**CSM 1101  2CR**

This course is designed to introduce the student to basic computer software applications in Microsoft Word, Excel and PowerPoint.

SEC 01  TH  T224  TR  10:35 AM - 11:25 AM
Allanette Hayward

**Cookery & Nutrition**

**Kitchen Theory and Practice 1  CKN 1102  4CR**

Cuisine and related theory in preparation for hospitality management. Topics include preparation, cooking, presentation, and sanitation management. **Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension.**

SEC 01  BH  B164  F  8:30 AM - 2:30 PM
Shawn Ming

**English for Culinary Arts  CUL 1020  3CR**

The following skills are contained in this module: reviewing of basic English skills; reading and understanding charts and instructions; writing reports, requisitions, orders, invoices, menus, rosters, function sheets/requisitions; writing a résumé and cover letter; developing interviewing and speaking skills. **This course is a certificate course and will not normally transfer into degree programmes. Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension.**

SEC 01  BH  B163  TR  2:35 PM - 3:55 PM
Denise Simons

**Introduction to Culinary Arts  CUL 1102  1CR**

This course introduces students to the history of culinary arts. Students will study kitchen equipment, organisation, chef’s tools, terminology, sanitation and conform to the industry standard of personal grooming, hygiene and professional presentation. Students must complete first aid and fire safety training. **Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension.**

SEC 01  BH  B160  MTWRF  8:35 AM - 12:55 PM
Teneika Eve

**Sanitation & Safety  CUL 1104  2CR**

An introduction to the fundamentals of food and environmental sanitation. The student will examine the origins of food-borne illness, prevention measures and the implementation of proper sanitation practices. The ServSafe certification test will be offered upon completion of this course.

SEC 01  BH  B163  MW  1:35 PM - 2:25 PM
Rui De Sa

**Introduction to Meat Identification & Fabrication  CUL 1105  2CR**

Students will identify and fabricate basic meats including primal, sub-primal cuts and kitchen ready cuts, identify USDA inspection stamps, government yield and quality grades for all carcasses. Students will practice methods of tenderising, marinating and cooking techniques for all specific cuts including offal, game and poultry. **Prerequisite: CUL 1102 Corequisite: CUL 1104**

SEC 01  BH  B163  MTWR  8:30 AM - 12:55 PM
Shawn Ming

**Introduction to the Preparation of Stocks, Soups & Sauces  CUL 1108  2CR**

This course introduces classical production methods for the basic stocks used in the production of most soups and sauces. This includes production of the Grand Sauces and various derivatives, basic clear, cream, puree and international soups, as well as emulsified sauces. **Prerequisite: CUL 1102 Corequisite: CUL 1104**

SEC 01  BH  B160  MTWRF  8:30 AM - 12:55 PM
Teneika Eve

**Introduction to Vegetable & Starch Cookery  CUL 1109  2CR**

This course introduces students to classification, storage and preparation of the fundamental vegetables and provides the basics of preparing potatoes, starches, legumes and pastas including international starch dishes. Students will learn proper knife cuts and shaping of vegetables. **Prerequisite: CUL 1102 Corequisite: CUL 1104**

SEC 01  BH  B163  MTWR  8:30 AM - 12:55 PM
Shawn Ming

**Introduction to Cooking Methods  CUL 1110  2CR**

The course introduces students to the vast variety of cooking methods, and the various types of heat transfer, including both moist and dry heat. The proper choice of ingredients associated with each cooking method, and the correct choice of tools and equipment will be discussed. Careful attention is placed on the proper application of technique throughout each step from preparation to service. **Prerequisite: CUL 1102 Corequisite: CUL 1104**

SEC 01  BH  B163  MTWR  8:30 AM - 12:55 PM
Shawn Ming
Introduction to Caribbean and Bermudian Cuisine  

**CUL 1122 2CR**  
Introduction to Caribbean and Bermudian Cuisine will expose the student to various commodities that are indigenous to the Caribbean and Bermudian region. This course begins by explaining the history and characteristics of these cuisines, followed by identifying the ingredients used in preparing traditional meat, seafood and vegetarian dishes. This course also covers the preparation of soups, sauces, breads, pastries, and even special Caribbean and Bermudian holiday dishes. Upon completion of this course, the student should understand the culture and common practices of cooking in the Caribbean and Bermuda.  

**Prerequisites:** A minimum GPA 2.0 or higher in all culinary arts programme courses required as a prerequisite; CUL 1108, CUL 1109, CUL 1110, CUL 1114  

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Shawn Ming  

Introduction to Food & Beverage Service  

**CUL 1125 4CR**  
Through theoretical and practical applications, students are introduced to the front-of-the-house operations and professional dining room service techniques. Quality service, positive guest relations, and effective communication skills are emphasised. Students are prepared for certification through the Federation of Dining Room Professionals.  

**Prerequisites:** CUL 1102 and CUL 1104  

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SEC 01  
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4:00 PM - 4:55 PM  
BH  
B103  
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9:05 AM - 3:00 PM  
Rui De Sa  

International Cuisine  

**CUL 1128 3CR**  
This course focuses on the main regions of the world noted for regional cuisines including the South American continent, Europe, India, and the Oriental region. Emphasis is placed on identifying and using, ingredients, equipment and utensils, cutting and cooking techniques specific to the various world regions being studied.  

**Prerequisites:** CUL 1108, CUL 1109, CUL 1110, and CUL 1114  

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Teneika Eve  

American Regional Cuisine  

**CUL 1130 2CR**  
The following skills are contained in this module: demonstrating knowledge of the history and characteristics of American Regional Cuisine; preparing dishes using regional game; preparing specialty desserts by American region; preparing vegetable dishes by region; preparing seafood dishes specific to American regions.  

**Prerequisites:** CUL 1108, CUL 1109, CUL 1110, and CUL 1114  

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8:35 AM - 12:55 PM  
Teneika Eve  

Techniques in Healthy Cooking  

**CUL 2124 2CR**  
This course will study healthy cooking techniques, nutritional guidelines in the selection and preparation of healthy food products including vegetarian and special diet meals.  

**Prerequisites:** CUL 1108, CUL 1109, CUL 1110, and CUL 1114  

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Shawn Ming  

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**E-COMMERCE**  

Generating Web Pages  

**ECM 1110 3CR**  
This course covers the universe of generating web pages and/or web sites using contemporary Internet programming commands. Students will learn to use basic (tables, links, images, etc.), intermediate (frames, forms, etc.), and advanced (style sheets, multimedia, etc.) commands and functions.  

**Prerequisites:** A grade of C or better in ENG 0012 and MAT 0015  

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SEC 01  
NH  
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6:00 PM - 9:00 PM  
Michelle Grant  

**EARTH & ENVIRONMENTAL SCIENCE**  

Environmental Science  

**EES 1101 4CR**  
An introduction to environmental interrelationships and ethics; interrelated scientific principles; ecosystems; communities and populations; energy sources; land-use planning; soils and agriculture; water management; pollution; waste management and hazardous materials regulation; environmental policy and decision making. Laboratory included.  

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2:35 PM - 5:35 PM  
Amy Harvey  

Climate and Our Future  

**EES 1102 4CR**  
An introduction to the atmosphere and its interaction with Earth’s surface and oceans: understanding the types of weather systems and climatic patterns that are influenced from this interaction. A look at the impacts of human induced climate change on our environment and society and discussion of future patterns and outcomes if climate change persists. Practical and relevant field activities.  

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H176  
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11:35 AM - 12:25 PM  
Amy Harvey  

Human and Cultural Geography  

**EES 2221 3CR**  
A study of population, language, religion, culture, agriculture, industry and politics; the impact of trade, transportation and communications on cities and countries; international relations, environmental problems and global social problems. Analysis of thematic and topographic maps.  

**Prerequisites:** 8 credits from EES 1101, 1102, 1103, or 1105 or 6 credits from SOC 1101 and 1102  

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SEC 01  
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6:00 PM - 9:00 PM  
Amy Harvey
**NEW MARINE SCIENCE programme**

Bermuda’s rich oceanic history lends itself perfectly to this brand new science programme in the Division of Arts & Science. **MARINE SCIENCE** is a rich discipline that combines studies from a variety of subjects in order to understand the marine environment, marine life, and their interactions. Marine science plays a pivotal role in the continuing quest to understand our world and to manage its resources.

**CONTACT | Recruitment Officer | tdill@college.bm**

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**ECONOMICS**

**Principles of Micro-Economics  ECO 1101  3CR**
An introduction to economic analysis covering the problems of scarcity and choice, the allocation of resources in market and collective economies, a detailed analysis of the price mechanism, business organisation and the theory of the firm.  
**Corequisite: One mathematics course at 1100 level**

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**Principles of Macro-Economics  ECO 1102  3CR**
An introduction to economic analysis covering national income theory, fiscal and monetary policy, international trade, inflation, unemployment and economic growth. Attention is focused on current economic issues facing the United States and Bermuda.  
**Corequisite: One mathematics course at 1100 level**

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**Intermediate Micro-Economics  ECO 2201  3CR**
A detailed study of theory concerning supply and demand, consumer demand, and theory of the firm.  
**Prerequisite: ECO 1101**

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<td>Craig Simmons</td>
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EDUCATION

Foundations of Early Childhood Education  EDU 1102  3CR
This introductory course explores the historical, philosophical and social foundations of early childhood education. Theories, conceptual frameworks and supporting research in areas of child development and education are critically evaluated and their implications for practices are assessed. Students are encouraged to examine the forces that shape the future of early childhood education and the roles that the activities of teachers and caregivers play in that future. A minimum grade of B is required. **Prerequisite: A grade of C or better ENG 0012**

SEC 01  BH  B260  TR  4:05 PM - 5:25 PM
Ru-Zelda Severin

Foundations of Education  EDU 2201  3CR
A study of the historical, philosophical, and social foundations of education. Topics include: Educational reform movements; Teacher ethics, Multiculturalism; The contributions of local educators to the teaching profession. The course will provide an orientation to the teaching profession. **Prerequisite: 18 credits in Liberal Arts courses**

SEC 01  NH  G223  TR  4:05 PM - 5:25 PM
Dwayne Thompson

Individual Differences in Learning  EDU 2205  3CR
Understanding of achievement as a function of the interactions between learner characteristics, task and environment. Learner characteristics will be examined in terms of modalities of learning, cognitive processing styles, language, memory, attention, culture and motivation. The nature of tasks will be examined in relation to match with learner characteristics; breakdown; error analysis; and the use of compensatory strategies. The environment will be viewed as existing beyond the immediate setting and extended to learners' availability for learning. Discussion will focus on "the most facilitative environment" (particularly as it relates to inclusion) and adapting the environment to learner strengths and weaknesses. **Prerequisite: EDU 1102**

SEC 01  NH  G305  W  6:00 PM - 9:00 PM
Algene Maybury

Personal, Social-Emotional Development of Children & Adolescents  EDU 2206  3CR
An examination of the personal, social-emotional and personality development of children and adolescents. **Prerequisites: EDU 1102 and EDU 1103**

SEC 01  HH  H275  T  6:00 PM - 9:00 PM
Mellisa Gibbons-Tankard

Methods & Instructional Techniques in Early Childhood Education  EDU 2207  3CR
This course explores the development and implementation of curriculum. Some of the areas that will be studied are: Learning games, language activities, music and movement and dramatic play. Developmentally appropriate toys and books will be reviewed. **Prerequisite: EDU 1102**

SEC 01  BH  B260  TR  11:35 AM - 12:55 PM
Ru-Zelda Severin

Early Childhood Education Experience  EDU 2265  6CR
A practical experience with children and/or youth to be conducted in a Bermuda College approved setting under the guidance of a professional. This practicum is undertaken on the approval of the programme advisor. **Prerequisites: Minimum programme GPA 2.0 and the completion of EDU 2251, EDU 2264 and EDU 2207**

SEC 01  OFFCAMPUS  TBA
Ru-Zelda Severin

ELECTRICAL WIRING

How to Study This Course and Achieve Your Personal Goals  ELN 1101  1CR
The following topics are contained in this module: The attributes of an IBEW/NECA apprenticeship; Knowing your apprenticeship and your responsibilities; The IBEW and its history; The structure of NECA and its heritage; Your job and the future it holds for you; Sexual harassment; Electrical safety.

SEC 01  TH  T285  TR  1:30 PM - 5:30 PM
TBA

Introduction to Test Instruments and Overcurrent Protection Devices  ELN 1102  1CR
The following topics are contained in this module: Identifying some basic tools of the trade; The workplace of an electrical worker; The proper care and use of ladders; The installation and use of fastening devices; Reality of electrical shock; Introduction to test instruments; Introduction to overcurrent protection devices; Understanding the design and function of ground fault interrupters.

SEC 01  TH  T285  TR  1:30 PM - 5:30 PM
TBA

Building Wire Construction and Insulation Properties  ELN 1103  1CR
The following topics are contained in this module: Learning to tie basic knots; Using hand signals; Hoisting loads properly; How wire connectors are made and installed; Building wire construction and insulation properties.

SEC 01  TH  T285  TR  1:30 PM - 5:30 PM
TBA

Conduit Fabrication: Theory and Practice  ELN 1104  1CR
The following topics are contained in this module: How building wire is sized; How to work with fractions; Review of basic trigonometric functions; How to fabricate ninety degree stubs, kicks and offsets.
in electrical conduit; How to fabricate 3 & 4 bend saddles in electrical conduit.

SEC 01 TH T285 TR 1:30 PM - 5:30 PM TBA

The Metric System and Metrication Changes ELN 1105 1CR

The following topics are contained in this module: Working with aluminum conductors; Identifying commonly used electrical materials; Working with prefixes and powers of ten; The Metric System; How to solve basic algebraic equations; How to manually calculate square root.

SEC 01 TH T285 TR 1:30 PM - 5:30 PM TBA

Fundamentals of Blueprint Reading and Sketching ELN 1106 1CR

The following topics are contained in this module: The fundamentals of blueprint drawing and sketching; Understanding architectural views and how to draw them; Understanding common scales used on blueprints; Working with blueprint specifications, elevations, and schedules; Understanding and drawing electrical and mechanical symbols used on blueprints; Reading and analysing a residential blueprint.

SEC 01 TH T285 TR 1:30 PM - 5:30 PM TBA

Testing and Measuring with the Analog and Digital Multimeter ELN 2113 1CR

This module introduces the student to test instruments. In addition, the student is given the training that will enable him or her to measure electrical properties safely and efficiently. Seven intense labs provide the necessary hands on training for this very important module. Topics include: Avoiding the hazards of drug abuse; The IBEW Constitution; Understanding your local union by-laws; Parliamentary procedure and how it works; Introduction to the Comet Programme; Getting acquainted with Electrical Test instruments; Understanding and Using Multimeters.

SEC 01 TH T285 TR 8:00 AM - 12:00 PM Delroy Musson

Developing NEC Code Book Skills ELN 2114 1CR

This module continues to build and strengthen the student’s knowledge of the NEC and also requires the student to solve code related job problems in the classroom setting under the guidance of a Code Certified Instructor. Topics include: Developing code book skills; Development of the NEC: The table of contents; The arrangement, structure, and language of the NEC; Codeology fundamentals; NEC article 90 introduction; Applying the NEC’s “General Chapter”. Included are twenty class participation workshops that enable the student to apply this knowledge to solving “on the job” problems.

SEC 01 TH T285 TR 8:00 AM - 12:00 PM Delroy Musson

Understanding the Design and Function of AC and DC Generators ELN 2115 1CR

This module introduces the student to the oscilloscope and AC and DC generators. Topics include: Reviewing the applications of DC theory; Comparing direct current to alternating current; Using oscilloscopes to view AC waveforms; Testing and verifying circuit performance; An introduction to three phase systems; Circuit calculations for basic systems; Understanding how the DC generator works; understanding the design and function of AC generators; Becoming familiar with AC resistive circuits. Eleven labs are included which give the student the training, confidence and capability to safely test and measure various electrical quantities.

SEC 01 TH T285 TR 8:00 AM - 12:00 PM Delroy Musson

Laying Out Residential Circuits and Basic Estimating ELN 2116 1CR

This module builds on the introductory blueprint reading skills learned from year one. The following topics are contained in this module: Reviewing the basic fundamentals of blueprints; Analysing and laying out residential circuits; Understanding job costs and how to do an actual quantity takeoff; Understanding, interpreting and evaluating blueprint specifications; Interpreting blueprint schedules and locating components on the print; Becoming familiar with blueprint systems integration; Learning how to effectively use blueprints; Understanding and using ratchet type benders; The fundamentals of segment and concentric bending; Understanding how to install wire and cable.

SEC 01 TH T285 TR 8:00 AM - 12:00 PM Delroy Musson

AC Theory: Inductance How it Affects a Circuit ELN 2117 1CR

This module introduces the student to Inductance and how it affects an AC circuit. It also lays the ground work for solving problems in AC circuits and the operation of transformers and other inductive devices. Topics include: Becoming familiar with inductive reactance; Frequency and inductive reactance; Inductors in series and parallel. Six labs allow the student to gain practical experience with series and parallel circuits.

SEC 01 TH T285 TR 8:00 AM - 12:00 PM Delroy Musson

AC Theory: Capacitance and How it Affects a Circuit ELN 2118 1CR

This module introduces the student to the third quantity of an AC circuit-Capacitance. Topics include: How capacitance affects a circuit; Becoming familiar with capacitive reactance; Working safely with capacitors; Working with capacitors in series or parallel; Understanding vectors and how to use them effectively. Seven labs provide practical circuits for the student to analyse.

SEC 01 TH T285 TR 8:00 AM - 12:00 PM Delroy Musson
Health and Safety  ELN 3125  1CR
This module introduces the student to Electrical Safety and Electrical Hazard Awareness. After completing this module the student will be able to identify electrical hazards and understand their effects on the human body. The student will have the opportunity to examine many of the actual case studies included in this course. Topics include American labour history; electrical safety culture and electrical hazard awareness; design and work practice considerations; layout of NFPA 70E; an overview of 70E concepts; electrical safety program and training requirements; achieving an electrically safe work condition; working on or near live parts; approach boundaries to live parts; personal and other protective equipment and protective clothing; calculation of fault currents and implementation.

SEC 01  TH  T285  MW  1:30 PM - 5:30 PM
Delroy Musson

Advanced Blueprint Reading: Industrial Specifications  ELN 3126  1CR
This module builds on all previous blueprint reading lessons. The student works with an actual set of industrial specifications and blueprints. With practice the student will be able to read and understand general industrial specifications; understand and explain site plans; read and interpret feeder diagrams and panel schedules; comprehend and discuss electrical, power, lighting and communications drawings. Topics include review and introduction; industrial specifications; industrial prints 1,2 and 3.

SEC 01  TH  T285  MW  1:30 PM - 5:30 PM
Delroy Musson

Semiconductor Theory  ELN 3127  1CR
This module introduces the student to semiconductor electronics. Understanding the basics of semiconductors is essential for proper installation and maintenance of today’s electrical systems. Topics include semiconductor diodes; Zener, light emitting and other diodes; understanding the basic functions of diodes and rectifiers; power supplies. Ten lab assignments give the student the hands-on training and capability to work safely and confidently on a variety of diodes and power supplies.

SEC 01  TH  T285  MW  1:30 PM - 5:30 PM
Delroy Musson

BJTs, MOSFETs, and other Transistor Types  ELN 3128  1CR
This module introduces the student to more complicated electronic circuits involving PNP and NPN transistors along with JFET’s, MOSFET’s and other transistor types. Fifteen intensive lab assignments give the student the training and capability to apply theoretical principles to actual circuits found in industry. Topics include: JFETs, MOSFETs; VMOS Transistors; Amplifiers 1; Amplifiers 2.

SEC 01  TH  T285  MW  1:30 PM - 5:30 PM
Delroy Musson

Differential & Operational Amplifiers  ELN 3129  1CR
This module builds on all previous lessons of the series on Semiconductor Electronics. Thirteen powerful and practical lab assignments give the student hands-on experience with actual circuits and devices found in residential, commercial and industrial applications. Topics include differential and operational amplifiers; oscillators; The IC 555 timer; electronic applications; optoelectronics and fiber optics.

SEC 01  TH  T285  MW  1:30 PM - 5:30 PM
Craig Laws

Grounding & Bonding Fundamentals  ELN 3130  1CR
This is the first in a series of twenty-two lessons that focus on the important subject of grounding and bonding as required by the NEC. The course begins with a review of electrical theory as it relates to the grounding of systems. Topics include grounding and bonding fundamentals; NEC system grounding; grounding AC systems; grounding electrical services; service equipment and main bonding jumpers.

SEC 01  TH  T285  MW  1:30 PM - 5:30 PM
Craig Laws

Designing and Installing Lightning Protection Systems  ELN 4137  1CR
This module introduces the student to lightning protection and the devices used to wire a lightning protection system. In addition, the student will learn how to define the terms associated with lightning protection equipment and installation. Identify the different types of lightning protection systems and the parameters which define them. Follow general installation layout and design details for lightning protection systems. Topics include: Becoming familiar with lightning protection systems; Designing and installing lightning protection systems; Rules, acronyms, glossary and formulas; Magnetism, electromagnetism and induction.

SEC 01  TH  T285  MW  8:30 AM - 12:30 PM
Craig Laws

AC Alternators  ELN 4138  1CR
This module introduces the student to the construction and operation of three-phase alternators and their ratings. The student will study and closely examine three-phase synchronous motors and analyse the various applications of the design and construction of polyphase motors with code letters A through F. Topics include: AC alternators; The rotating field in the polyphase motor; Polyphase motors; Wound-rotor motors; Synchronous motors; Alternating field in a single-phase motor.

SEC 01  TH  T285  MW  8:30 AM - 12:30 PM
Craig Laws
The Principles of Electronic Variable Speed-Control ELN 4139 1CR
This module provides the student with detailed information about the design, construction and operating characteristics of a single phase motor. The split-phase, capacitor start, capacitor-start and run, shaded pole and repulsion type motors are given detailed attention. In addition, the student will study the principles of electronic variable speed motor control for AC motors and describe voltage-voltage and variable frequency speed control methods. Topics include: Single-phase motors; DC motors; Principles of electronic variable-speed control; Electronic variable-speed drives; Other motors; Installing motors, pulleys and couplings.
SEC 01 TH T285 MW 8:30 AM - 12:30 PM Craig Laws

Motor Starters, Contactors and Control Relays ELN 4140 1CR
This module will allow the student to explore the construction of starters, their purposes, uses and sizing. Internal components such as contacts and coils are examined in detail. In addition, the student will study contactor construction, operation and uses with focus on electromagnetic contactors and their use in motor starters. Topics include: History of motor control 1 & 2; Motor starters 1, 2 & 3; Contactors and control relays 1, 2 & 3.
SEC 01 TH T285 MW 8:30 AM - 12:30 PM Craig Laws

Manual and Automatic Operating Devices ELN 4141 1CR
This module introduces the student to Manual Operating Devices, Automatic Operating Devices and Control Diagrams and Drawings. Topics include: Manual operating and indicating devices; Automatic operating devices; Control diagrams and drawings.
SEC 01 TH T285 MW 8:30 AM - 12:30 PM Craig Laws

Timing Devices and DC Motor Controls ELN 4142 1CR
This module introduces the student to two and three wire control circuits; he or she will be able to explain automatic vs. semiautomatic control and draw ladder diagrams from a written description of process operation. In addition, the student will examine and study solid state timing devices and describe the special construction, sizing and operation of DC motor starters. Topics include: Control diagrams and drawings 4; Timing devices 1, 2 and 3; Special techniques and components 1, 2 and 3; DC motor controls 1 and 2.
SEC 01 TH T285 MW 8:30 AM - 12:30 PM Craig Laws

Keys to Success-Motivation and Leadership ELN 5149 1CR
This module will teach the student about his/her new and more important role as an electrical journeyman, as a potential instructor, as a role model for apprentices and as a responsible and productive member of society. Topics include: After apprenticeship; Soon to be an Instructor; Keys to success-motivation and leadership; The economics of unemployment.
SEC 01 TH T285 MW 8:30 AM - 12:30 PM Craig Laws

Fire Alarm Systems ELN 5150 1CR
This course has been developed to provide a high level of instruction to the Apprentice Level and Journeyman Level Installer. The student will learn the fundamentals of fire alarm systems; examine the basic signal types, circuit classes and styles and general principles of fire alarm signaling. Topics include: Introduction to fire alarm systems; Fundamentals of fire alarm systems; Initiating devices; Notification devices; Wiring and wiring methods; Inspection, Testing and maintenance; Interfaced systems; Supervising stations; NICET certification. Lab assignments give students the opportunity to work with the latest fire alarm equipment available to the job site.
SEC 01 TH T285 MW 8:30 AM - 12:30 PM Craig Laws

Introduction to Instrumentation ELN 5151 1CR
This module introduces the student to the fundamentals of instrumentation which is the first step in learning the measurement and controls fields. Topics include: Introduction to instrumentation-definitions; Introduction to instrumentation-fundamentals; Understanding instrument symbols; Fundamentals of instrument calibration; Understanding calibration procedures; Fundamentals of pressure; Fundamentals of flow.
SEC 01 TH T285 MW 8:30 AM - 12:30 PM Craig Laws

Fundamentals of Controllers ELN 5152 1CR
This course introduces the student to more advanced topics in Instrumentation. Topics include: The fundamentals of temperature; Pneumatics and control valves; Fundamentals of controllers; The smart instrument communicator; Fundamentals of smart instrument calibration; Fundamentals of instrument installation (Part 1) and (Part 2).
SEC 01 TH T285 MW 8:30 AM - 12:30 PM Craig Laws

Security Systems & Telephone Wiring ELN 5153 1CR
This module introduces the student to security systems. While there are a number of systems available, this course uses the Sentrol ZX400/ZX410 as its source of information. The student will learn that this particular system is very much like many others and much of the knowledge obtained studying the Sentrol Security System is applicable to other security types as well. In addition, the student will study Telephone Wiring. Topics include: Basic security system; Magnetic contacts; Passive infrared motion detectors; Glassbreak sensors; Basic telephone wiring; Safety codes; TIA/EIA Standards and codes; Structured cabling systems.
SEC 01 TH T285 MW 8:30 AM - 12:30 PM Craig Laws
Structured Cabling Systems  ELN 5154  1CR
This module introduces the student to Structured Cabling Systems with special emphasis on TIA/EIA Standards. Topics include: Structured cabling system overview; Cabling system performance; Unshielded twisted pair cables; Unshielded twisted pair connecting hardware; Pathways and spaces; Telecommunications cabling administration; Telecommunications grounding and bonding; Residential telecommunications cabling.

SEC 01  TH  T285  MW  8:30 AM - 12:30 PM
Craig Laws

ENGLISH COMMUNICATION

Preparatory College Writing I  ENG 0011  OCR
A basic writing course emphasising the development, organisation and revision of paragraphs and short essays. Students receive instruction in grammar, rhetorical strategies and the practices of standard written English. Prerequisite: A grade of C or better in ENG 0002 or satisfactory performance on College Placement Test. Successor: ENG 0012

SEC 01  NH  G305  MWF  9:35 AM - 10:25 AM
Joanne Brangman
SEC 02  NH  G306  MWF  10:35 AM - 11:25 AM
Denise Simons

Preparatory College Writing II  ENG 0012  OCR
This course focuses on further development of expository writing skills and the introduction of the argumentative research essay. Special attention is given to essay structure, coherence and the practices of standard written English. Research techniques are introduced and practised in the single source essay and in a short researched essay. Prerequisite: A grade of C or better in ENG 0011 or satisfactory performance on College Placement Test. Successor: ENG 1111

SEC 01  NH  G223  MWF  11:35 AM - 12:25 PM
Denise Simons
SEC 02  NH  G307  M  6:00 PM - 9:00 PM
Joanne Brangman
SEC 03  NH  G307  MWF  12:35 PM - 1:25 PM
Dwayne Thompson

Preparatory College Reading I  ENG 0015  OCR
Development of college-level study and reading skills. Instruction includes outlining, summarising, increasing vocabulary, improving comprehension through reading essays and short fiction, and developing library skills and test-taking strategies. Prerequisite: Satisfactory performance on College Placement Test. Successor: ENG 0016

SEC 02  NH  G307  TR  11:35 AM - 12:55 PM
Zakkiyah Daniels
Preparatory College Reading II  ENG 0016  3CR
Reinforces and builds upon skills developed in ENG 0015 through a study of selected readings from textbooks, abstracts, library sources, and different literary genres such as poetry and drama. Prerequisite: A grade of C or better in ENG 0015 or satisfactory performance on College Placement Test.

SEC 01  NH  G306  TR  10:05 AM - 11:25 AM
Zakkiyah Daniels

Communications for Industry I  ENG 1044  3CR
A course emphasising communication skills for industry, including reading and comprehension of printed material used in industry, interpreting graphs and charts, writing short reports, instructions and memos, and giving a short presentation. Students receive reinforcement in the practices of standard written English. Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 60 in Reading Comprehension and 60 in Sentence Skills. This course is a certificate course and will not normally transfer into degree programmes.

SEC 01  NH  G307  MWF  9:35 AM - 10:25 AM
Denise Simons

Freshmen Composition  ENG 1111  3CR
A course in essay writing that emphasises persuasive writing in a variety of expository forms, such as cause-effect, process analysis and division-classification. Students develop research and documentation skills and apply them to required research papers. Prerequisite: A grade of “C” or better in ENG 0012 and ENG 0016 or satisfactory performance on the College Placement Test.

SEC 01  BH  B263  MW  8:00 AM - 9:20 AM
Sharon Virgil
SEC 02  HH  H273  MWF  10:35 AM - 11:25 AM
Dwayne Thompson
SEC 03  BH  B263  MWF  12:35 PM - 1:25 PM
TBA
SEC 04  NH  G226  MW  2:35 PM - 3:35 PM
Jennifer Tolaram
SEC 05  BH  B263  TR  11:35 AM - 12:55 PM
Sharon Virgil
SEC D1  HH  H270  M  6:00 PM - 9:00 PM
Dwayne Thompson

Literary Analysis  ENG 1112  3CR
An introduction to literary analysis that focuses on devices such as imagery, setting, character, point of view, theme, and figures of speech in selected works of prose, poetry, drama and short fiction. Students read works from different perspectives and prepare analytical and researched essays. Prerequisite: ENG 1111.

SEC 01  BH  B263  MWF  9:35 AM - 10:25 AM
Sharon Virgil
SEC 03  BH  B260  TR  10:05 AM - 11:25 AM
Jennifer Tolaram
SEC 04  BH  B260  W  5:30 PM - 8:30 PM
Jennifer Tolaram

Writing for Professionals  ENG 1115  3CR
A writing course designed for students who wish to develop the organisational techniques, style, and research skills appropriate to business and industry. Analysis will be emphasised. A researched business report is required. Prerequisite: ENG 1111

SEC 01  NH  G223  T  6:00 PM - 9:00 PM
Dwayne Thompson

Survey of English Literature I  ENG 2203  3CR
A critical and appreciative study of major British authors and types of literature including poetry, prose and drama from the Anglo-Saxon period to the eighteenth century. The works studied may vary year to year, but the course will look at works by the Beowulf poet, Chaucer, Shakespeare, Donne, Milton, Swift and Fielding. There will be some attention given to the historical context. Prerequisite: ENG 1112

SEC 01  BH  B263  TR  2:35 PM - 3:55 PM
Sharon Virgil

Oral Communication  ENG 2212  3CR
A study of the theory and practice of public speaking. Levels of communication and their application. The focus is on preparing and delivering oral presentations. Prerequisite: ENG 1112 or ENG 1115

SEC 01  LIB  BC  TR  2:35 PM - 3:55 PM
Jennifer Tolaram

Studies in Bermudian Literature  ENG 2260  3CR
Bermuda’s unique cultural and literary landscape will be explored through a study of fiction, poetry and drama by early and contemporary writers. The course will start by looking at the role in world literature played by the discovery of Bermuda and will go on to investigate the realities of the slave society. The complexities of twentieth and twenty-first century Bermuda will be the basis of the rest of the course that will feature the work of Brian Burland. Prerequisite: ENG 1112

SEC 01  NH  G226  R  6:00 PM - 9:00 PM
Yesha Townsend

FILM STUDIES

Introduction to Film Studies  FLM 1101  3CR
This course teaches the fundamental concepts and critical skills involved in interpreting film. Students shall participate in discussing and viewing films and clips. In addition, they are required to produce a series of critical essays and a film project.

SEC 01  BH  B260  M  5:30 PM - 8:30 PM
Jennifer Tolaram
FOOD & BEVERAGE SERVICE

Food Service I  FAB 1100  4CR
Topics include: practical food, beverage and wine service skills and knowledge in a dining room, principles of merchandising and salesmanship, customer relations, forecasting and planning workloads and bar technology. Students are required to obtain the Federation of Dining Room Professionals Certified Dining Room Associate and the Associate Wine Steward certification. Prerequisite: CUL 1104

SEC 01  BH  B163  W  4:00 PM - 4:55 PM
        BH  B163  F  9:05 AM - 3:00 PM
Rui De Sa

FRENCH

Beginner’s French I  FRE 1101  3CR
Designed for students who have done little or no French in secondary school. An introduction to the basic language skills of comprehension, speaking, reading and writing with emphasis on audio-lingual and writing skills.

SEC 01  HH  H270  MWF  9:35 AM - 10:25 AM
        Tiffany L Smith-Richol

Beginner’s French II  FRE 1102  3CR
A continuation of FRE 1101 with increasing attention to the relationship between speaking and writing French. Prerequisite: FRE 1101

SEC 01  HH  H275  MWF  1:35 PM - 2:25 PM
        Tiffany L Smith-Richol

HEATING, VENTILATION & AIR CONDITIONING

Fundamentals of Heating and Cooling  HVA 1101  5CR
The following skills are contained in this module: Describe basic principles of HVAC; Complete basic trade calculations; Use Ohm’s Law to analyse electrical circuits; Analyse the refrigeration cycle; Describe operation of furnaces.

SEC 01  TH  T166  MW  1:30 PM - 5:30 PM
        TBA

Senior Student Project I  HVA 1105  2CR
This module will consist of a hands-on project in the workshop to develop students’ practical application of theory learned in the first two semesters of the programme. The project will vary each year according to grants received from ASHRAE. Requirements include a progress report to be sent to ASHRAE at the end of the semester.

SEC 01  TH  T166  MW  1:30 PM - 5:30 PM
        TBA

Troubleshooting Heating  HVA 1106  3CR
The following topics are contained in this module: Perform preventive maintenance; Apply troubleshooting techniques; Troubleshoot electronic controls, gas, oil and electric heating systems.

SEC 01  TH  T166  MW  1:30 PM - 5:30 PM
        TBA

Troubleshooting Cooling  HVA 2107  3CR
The following topics are contained in this module: Troubleshoot cooling equipment, heat pumps and accessories.

SEC 01  TH  T166  TR  1:30 PM - 5:30 PM
        TBA

Hydronics  HVA 2108  2CR
The following skills are contained in this module: Service commercial hydronic systems; balance air and water systems; maintain steam systems.

SEC 01  TH  T166  TR  1:30 PM - 5:30 PM
        TBA

System Design  HVA 2112  3CR
The following topics are contained in this module: Calculate heat loads; Identify cold storage equipment.

SEC 01  TH  T166  TR  1:30 PM - 5:30 PM
        TBA

HISTORIC

World History I  HIS 1140  3CR
A survey of world history from the spread of Islam to the era of European global expansion. The course uses primary and secondary material in an attempt to understand the social, political, intellectual and cultural development of civilisations around the world. Prerequisite: A grade of “C” or better in ENG 0012

SEC 01  NH  G301  T  6:00 PM - 9:00 PM
        Lesley Wharton

HOTEL MANAGEMENT

Introduction to the Hospitality Industry  HMT 1155  3CR
This course is designed to provide an overview, and a fundamental understanding of the basic principles, practices and concepts of the hospitality industry. Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 50 in Reading Comprehension and 50 in Sentence Skills.

SEC 01  NH  G225  M  4:35 PM - 7:35 PM
        Barbara O’Shaughnessy
Hospitality Sales and Marketing  
HMT 1265 3CR  
A broad perspective of hospitality marketing, placing emphasis on the analysis, structure, and strategy of the hospitality marketing department, allocation of resources, marketing research, and the effectiveness of the marketing plan. It will also take an in-depth study into the promotional tool of personal selling, target marketing, product positioning, with an emphasis on identifying and meeting the sales needs of the customer.  
Prerequisite: HMT 1175

INSURANCE  
Introduction to Risk and Insurance  
INS 1101 3CR  
Key concepts and legal principles in risk management and insurance are taught. Government regulations and the social and economic significance of the insurance industry are also explored.  
Prerequisite: A grade of C or better in ENG 0012

MANAGEMENT  
Introduction to Business  
MGN 1114 3CR  
This course provides an introduction to business concepts and functions. Topics covered include: ethics and social responsibility, forms of business ownership, small business and entrepreneurship, management and organisation of the firm, marketing, operations, finance, and human resources. Emphasis will be placed upon the discussion of current issues and trends relating to these topics. A case study analysis will be introduced.  
Prerequisite: A grade of C or better in ENG 0012
Introduction to Small Business Management  
**MGN 2245  3CR**  
This course introduces the student to interrelated operations of a small business. The content covers the essentials of starting a small business from the generation of the idea through the completion of the business plan, as well as the practical aspects of the day to day operation.  
**Prerequisite: MGN 1114**  
SEC 01 NH  G225 TR  4:05 PM - 5:25 PM  
Gwendolyn Lawrence

Introduction to International Business  
**MGN 2250  3CR**  
An introduction to the world of international business and Bermuda's role in the global economy. The course will raise students' levels of awareness and understanding of the way business is conducted worldwide. Topics such as the Role of International Business in Bermuda’s economy; Cross-cultural Communication and Management; International Marketing and Finance; and the Structure of the Multinational Organisation will be covered. **Prerequisite: MGN 1114**  
SEC 01 HH  H270 W  6:00 PM - 9:00 PM  
Barbara O'Shaughnessy

**MATHMATICS**

**ALL FALL 2020 MATH COURSES REQUIREMENT:**  
**PURCHASE OF A COMPUTER ACCESS CODE IS MANDATORY FOR COMPLETION OF ALL ONLINE ASSIGNMENTS**

Basic Mathematics  
**MAT 0010  OCR**  
A review of foundational-level mathematics for students needing to strengthen their problem solving skills. Topics include: adding, subtracting, multiplying, and dividing fractions, decimals and integers.  
SEC 01 NH  G323 MWF  9:35 AM - 10:25 AM  
William Ashby  
SEC 02 NH  G323 MWF  10:35 AM - 11:25 AM  
Dana Lightbourne

Preparatory College Math I  
**MAT 0014  OCR**  
An elementary course developing foundation in algebra. Topics include: linear equations & inequalities, equations of lines, exponents and polynomials.  
**Prerequisite: A grade of C or better in MAT 0010 or satisfactory performance on College Placement Test. Successor: MAT 0015**  
SEC 01 NH  G305 MWF  10:35 AM - 11:25 AM  
Necheeka Trott  
SEC 02 NH  G307 MWF  11:35 AM - 12:25 PM  
Lynne Wade  
SEC 03 NH  G307 TR  10:05 AM - 11:25 AM  
Necheeka Trott

Preparatory College Math II  
**MAT 0015  OCR**  
An intermediate algebra course preparing students for entry to college level mathematics. Topics include: polynomials with emphasis on factoring and solving quadratics equations, solving rational and radical equations, simplifying complex expressions, and performing basic operations on rational and radical expressions.  
**Prerequisite: A grade of C or better in MAT 0014 or satisfactory performance on College Placement Test. Successor: MAT 1105, MAT 1107, or MAT 1131.**  
SEC 01 NH  G307 MWF  10:35 AM - 11:25 AM  
Grisell Lightbourne  
SEC 02 NH  G304 M W F  11:35 AM - 12:25 PM  
William Ashby  
SEC 03 NH  G306 TR  11:35 AM - 12:55 PM  
Necheeka Trott  
SEC 04 NH  G307 W  6:00 PM - 9:00 PM  
Ali Arouzi

Business Mathematics  
**MAT 1034  3CR**  
Topics include: bank services, payroll calculations, mathematics of buying and selling, simple and compound interest, business and consumer loans, depreciation.  
**Prerequisite: A grade of C or better in MAT 0010 or satisfactory performance on College Placement Test. This course is a certificate course and will not normally transfer into degree programmes.**  
SEC 01 NH  G306 MWF  12:35 PM - 1:25 PM  
Necheeka Trott

College Algebra I  
**MAT 1105  3CR**  
Intended to provide exposure to a number of mathematical topics at college level for those students who do not wish a concentration in mathematics but who need to improve their competency in intermediate algebra. Such topics will include absolute values, domain and range of functions, symmetry, graphs, horizontal and vertical translations and the study of roots of polynomials.  
**Prerequisite: A grade of C or better in MAT 0015 or satisfactory performance on College Placement Test. Successor: MAT 1141**  
SEC 01 NH  G304 MWF  9:35 AM - 10:25 AM  
Dana Lightbourne  
SEC 02 HH  H275 TR  10:05 PM - 11:25 AM  
Ali Arouzi  
SEC 03 NH  G226 M  6:00 PM - 9:00 PM  
Grisell Lightbourne
**FALL 2020 • Course Schedule**

### A Survey of Mathematics  MAT 1107  3CR
An introductory course in mathematics covering topics in set theory, Venn Diagrams, logic, consumer mathematics, as well as other selected topics including, but not limited to, finite mathematical systems and graph theory. **Prerequisite: A grade of C or better in MAT 0015 or satisfactory performance on College Placement Test.**

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<td>SEC 01</td>
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### Finite Mathematics  MAT 1131  3CR
Intended for business students needing to develop a facility with certain techniques to solve practical problems. Includes systems of linear equations and inequalities, optimisation, supply and demand analysis, linear programming, mix of constraints, matrix algebra, sinking funds, amortisation, future value of ordinary annuities. **Prerequisite: A grade of C or better in MAT 0015 or satisfactory performance on College Placement Test.**

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<td>SEC 01</td>
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<td>MWF 12:35 PM - 1:25 PM</td>
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<tr>
<td>SEC 02</td>
<td>HH H275</td>
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### Business Calculus  MAT 1132  3CR
Intended for business students using calculus as a tool with particular applications in management and economics. Includes exponential and logarithmic functions, elementary differential calculus, applications to maxima and minima, cost analysis, marginal propensity to consume and the multiplier, integral calculus, area between two curves, simple differential equations, optimisation of profit. **Prerequisite: MAT 1131**

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<td>SEC 01</td>
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<td>MWF 1:35 PM - 2:25 PM</td>
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### Pre-Calculus  MAT 1141  3CR
A continuation of the study of topics in algebra, in addition to topics in trigonometry recommended for students of calculus, or those seeking a concentration in mathematics or science. Includes the study of exponential and logarithmic functions and equations, graphs of trigonometric functions, trigonometric equations, compound angles, sine and cosine formulae. **Prerequisite: MAT 1105 or satisfactory performance on College Placement Test. Successor: MAT 1152**

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<thead>
<tr>
<th>Section</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>SEC 01</td>
<td>HH H275</td>
<td>MW 11:35 AM - 12:55 PM</td>
</tr>
<tr>
<td>SEC 02</td>
<td>HH H106</td>
<td>TR 10:05 AM - 11:25 AM</td>
</tr>
</tbody>
</table>

### Calculus II  MAT 2201  3CR
Intended as a continuation of MAT 1152 for students taking a concentration in science and/or mathematics. Includes inverse trigonometric and hyperbolic functions, techniques of integration, indeterminate forms, tests for convergence of series, Taylor series. **Prerequisite: MAT 1152. Successor: MAT 2220**

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<th>Section</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>SEC 01</td>
<td>NH G225</td>
<td>TR 8:35 AM - 9:55 AM</td>
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</table>

### Linear Algebra  MAT 2210  3CR
Intended to provide a comprehensive understanding of the theory and applications of matrices, particularly for the aspiring scientist and mathematician. Includes systems of linear equations, vector spaces, Gram-Schmidt process, linear transformations, matrices, determinants, eigen-values and eigen-vectors, real quadratic forms. **Prerequisites: MAT 1141 and MAT 1152**

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<tr>
<th>Section</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>SEC 01</td>
<td>NH G225</td>
<td>MW 1:35 PM - 2:55 PM</td>
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</table>

### Statistics I  MAT 2233  3CR
Intended for students requiring a background in descriptive statistics and elementary sampling theory. Includes characteristics of frequency distributions, measures of central location and variability, probability and probability distributions, sampling theory and sampling distributions. Applications are taken from business, management, social science and science. **Prerequisite: 15 credits at the 1100-level, three of which must be an 1100-level math course. Successor: MAT 2234**

<table>
<thead>
<tr>
<th>Section</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>SEC 01</td>
<td>NH G304</td>
<td>MWF 12:35 PM - 1:25 PM</td>
</tr>
<tr>
<td>SEC D1</td>
<td>HH H270</td>
<td>T 6:00 PM - 9:00 PM</td>
</tr>
</tbody>
</table>

### Statistics II  MAT 2234  3CR
A continuation of MAT 2233 covering methods of statistical inference. Includes estimation, hypothesis testing, chi square, and analysis of variance, linear regression and correlation. Applications are taken from business, management, social science and natural science. **Prerequisite: MAT 2233**

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<tr>
<th>Section</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>SEC 01</td>
<td>BH B264</td>
<td>W 6:00 PM - 9:00 PM</td>
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</tbody>
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### MOTOR VEHICLE TECHNOLOGY

#### Electrical Systems  MVT 1104  3CR
The following topics are contained in this module: Testing and diagnosing of electrical systems; Identifying electrical principles; Diagnosing and testing electrical circuits.

<table>
<thead>
<tr>
<th>Section</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>SEC 01</td>
<td>TH T187</td>
<td>MTWR 1:30 PM - 5:30 PM</td>
</tr>
</tbody>
</table>
**Battery/Charging Systems**  
**MVT 1105**  
3CR  
The following topics are contained in this module: Perform diagnosis and service of batteries; Testing charging systems.  
SEC 01  
TH  
T187  
MTWR  
1:30 PM - 5:30 PM  
Michael Thompson

**Starting Systems**  
**MVT 1106**  
3CR  
The following topics are contained in this module: Identify starter systems; Inspect testing and disassemble of starter systems; Perform repairs on starter systems.  
SEC 01  
TH  
T187  
MTWR  
1:30 PM - 5:30 PM  
Michael Thompson

**Braking Systems**  
**MVT 2107**  
1CR  
The following topics are contained in this module: Perform diagnostic tests on braking systems; Investigate the operation of disc and drum brake systems.  
SEC 01  
TH  
T187  
MTWR  
8:30 AM - 12:30 PM  
Michael Thompson

**Hydraulic Brake Systems**  
**MVT 2108**  
1CR  
The following topics are contained in this module: Perform repairs on hydraulic brake systems; Adjust hydraulic brake systems.  
SEC 01  
TH  
T187  
MTWR  
8:30 AM - 12:30 PM  
Michael Thompson

**Anti-Lock Brake Systems**  
**MVT 2109**  
1CR  
The following topics are contained in this module: Perform diagnostic test and repairs on power assisted and antilock brake systems; Service antilock brake systems.  
SEC 01  
TH  
T187  
MTWR  
8:30 AM - 12:30 PM  
Michael Thompson

**Music Appreciation**  
**MSC 1103**  
3CR  
A historical survey of the development of western music and its composers from the medieval period to jazz. Emphasis is placed on how the elements of music change and develop throughout history. This course involves extensive listening and live concert attendance.  
SEC 01  
BH  
B260  
MWF  
12:35 PM - 1:25 PM  
Ru-Zelda Severin

**Music Skills I**  
**MSC 1204**  
3CR  
Group instruction and performance in the beginning level of piano skills and musicianship.  
SEC 01  
BH  
B204  
MWF  
2:35 PM - 3:25 PM  
Ru-Zelda Severin

**Basic Safety**  
**NCC 1101**  
1CR  
Complies with OSHA-10 training requirements. Explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. Discusses the causes and results of accidents and the impact of accident costs. Reviews the role of company policies and OSHA regulations. Introduces common job-site hazards and identifies proper protections. Defines safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. Identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards, and confined spaces.  
SEC 01  
TH  
T202  
MWR  
6:00 PM - 9:00 PM  
Gladwyn Trott

**Mathematics**  
**NCC 1102**  
1CR  
Reviews basic mathematical functions such as adding, subtracting, dividing, and multiplying whole numbers, fractions and decimals, and explains their applications to the construction trades. Explains how to use and read various length measurement tools, including standard and metric rulers and tape measures, and the architect's and engineer’s scales. Explains decimal-fraction conversions and the metric system, using practical examples. Also reviews basic geometry as applied to common shapes and forms.  
SEC 01  
TH  
T202  
MWR  
6:00 PM - 9:00 PM  
Gladwyn Trott

**Hand Tools**  
**NCC 1103**  
1CR  
Introduces trainees to hand tools that are widely used in the construction industry, such as hammers, saws, levels, pullers, and clamps. Explains the specific applications of each tool and shows how to use them properly. Also discusses important safety and maintenance issues related to hand tools.  
SEC 01  
TH  
T202  
MWR  
6:00 PM - 9:00 PM  
Gladwyn Trott
The Division of Nursing & Allied Health is supported and endorsed by the Bermuda Hospitals Board community, and the Bermuda Nursing Council. It offers greater options in healthcare careers on Island. Students have the choice of:

**GENERAL PRE-HEALTH TRACK** for careers in health science, such as occupational therapy, physical therapy and physician assistant; or **PRE-MEDICAL TRACK** providing pathways in more traditional medical fields such as pre-med, nursing, and veterinary science.

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**ECONOMICS**

Local Expert  
Respected Economist  
Senior Lecturer  
CRAIG SIMMONS  
helps students understand  
**Principles of Micro-Economics**  
(e.g. the allocation of resources in market and collective economies);  
**Principles of Macro-Economics**  
(e.g. inflation, international trade, unemployment and economic growth); and more.

Real-life scenarios, interactive discussion and high energy engagement are hallmarks of his popular courses.

**REGISTER TODAY**  
ECO 1101  
ECO 1102  
ECO 2201

---

**Division of Nursing and Allied Health**

**CONTACT:**  
KATHY SWAN, Director of Nursing Education  
Tel: 239-4071  Email: kswan@college.bm
**Power Tools**  
**NCC 1104  1CR**  
Provides detailed descriptions of commonly used power tools, such as drills, saws, grinders, and sanders. Reviews applications, proper use, safety, and maintenance. Many illustrations show power tools used in on-the-job settings.

SEC 01  TH  T202  MWR  6:00 PM - 9:00 PM  
Gladwyn Trott

**Introduction to Construction Drawings**  
**NCC 1105  1CR**  
Familiarises trainees with basic terms for construction drawings, components, and symbols. Explains the different types of drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical, and fire protection) and instructs trainees on how to interpret and use drawing dimensions. Four oversized drawings are included.

SEC 01  TH  T202  MWR  6:00 PM - 9:00 PM  
Gladwyn Trott

**Basic Communication Skills**  
**NCC 1107  1CR**  
Provides trainees with techniques for communicating effectively with coworkers and supervisors. Includes practical examples that emphasise the importance of verbal and written information and instructions on the job. Also discusses effective telephone and e-mail communication skills.

SEC 01  TH  T202  MWR  6:00 PM - 9:00 PM  
Gladwyn Trott

**Employability Skills**  
**NCC 1108  1CR**  
Identifies the roles of individuals and companies in the construction industry. Introduces trainees to critical thinking and problem solving skills and computer systems and their industry applications. Also reviews effective relationship skills, effective self-presentation and key workplace issues such as sexual harassment, stress and substance abuse.

SEC 01  TH  T202  MWR  6:00 PM - 9:00 PM  
Gladwyn Trott

**Introduction to Material Handling**  
**NCC 1109  1CR**  
Recognises hazards associated with materials handling and explains proper materials handling techniques and procedures. Also introduces materials handling equipment and identifies appropriate equipment for common job-site tasks.

SEC 01  TH  T202  MWR  6:00 PM - 9:00 PM  
Gladwyn Trott

**Introduction to Construction Technology and Trades/Technical Job Skills**  
**NCC 1110  5CR**  
This course will provide students with an appreciation for modern technology, trades and engineering. Topics covered will be basic safety, hand and power tools, employability skills, and materials handling. Also an introduction to technical skills required for the various technical occupations/trades with an introduction to plumbing, HVAC, automotive and electrical systems.

SEC 01  TH  T226  TWR  11:00 AM - 12:30 PM  
Kevin Bean

SEC 02  TH  T226  TWR  9:00 AM - 10:50 AM  
Kevin Bean

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**NURSING**

**Nursing Fundamentals**  
**NUR 1150  8CR**  
Students in Nursing 1150 will acquire fundamental psychomotor, critical thinking and communication skills through student participation in classroom, skills lab, and clinical activities. Students learn basic assessment skills and nursing procedures utilising values and ethics necessary for practice focusing on gerontological nursing care.

**Prerequisites:** A cumulative GPA 2.67 and a grade of B- or better in NUR 1101

SEC 01  TH  T224  TR  6:00 PM - 9:00 PM  
OFFCAM  S  8:00 AM - 2:00 PM  
OFFCAM  U  8:00 AM - 2:30 PM  
Renee Faulcon

**Family Health Nursing**  
**NUR 2240  5CR**  
The course introduces the student to management of complex health issues applied to clients across the lifespan. A focus is on family education, cultural competency and sensitivity to values and ethical concerns of the child bearing family. Students will be introduced to care of the client pre and post-delivery with an increased focus on family-centred care. In the clinical setting, students demonstrate an ability to apply the nursing process to the care of individuals and families. Skill development reflects psychomotor, cognitive and affective domains of learning necessary for critical thinking, therapeutic communication, teaching and learning, with an introduction to leadership. In this course, students are introduced to the practice of nursing in the home and community based settings.

**Prerequisite:** A grade of B- or better in NUR 2200, NUR 2201 and NUR 2235. **Corequisite:** NUR 2250

SEC 01  TH  T222  M  10:00 AM - 1:00 PM  
OFFCAM  W  8:00 AM - 1:00 PM  
Kirsten Chow

**Adult Health**  
**NUR 2250  5CR**  
This course focuses on the etiologic, symptomatologic and pathologic aspects of selected human diseases across the lifespan. Concepts of health promotion, disease prevention, disease progression, and treatment are approached from a cellular and multisystem perspective. Influences of genetic, ethnic, and cultural variables on human diseases is analysed. Application and analysis of the therapeutic management of complex health issues are applied to clients across the lifespan. A focus is on family education, cultural competency and sensitivity to values and ethical concerns. 2 credit hours of classroom and 2 credit hours of clinical (90 hours of clinical
per semester) are required. **Prerequisite:** A grade of B- or better in NUR 2200, NUR 2201 and NUR 2235. **Corequisite:** NUR 2240

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<th>Course Title</th>
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<tbody>
<tr>
<td>OFFICE ASSISTANTS</td>
<td>Communication and Presentation Skills</td>
<td>OFA 1040</td>
<td>2 CR</td>
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</tbody>
</table>

This course provides training in oral and written communication skills necessary in the workplace. Presentation software will be utilized. **Prerequisite:** Basic computer skills. This course is a certificate course and will not normally transfer into degree programmes.

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<th>Course Title</th>
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<th>CR</th>
<th>Time</th>
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<tbody>
<tr>
<td>PHILOSOPHY</td>
<td>Introduction to Philosophy: Ethics and the Nature of Man</td>
<td>PHL 1104</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

This course addresses the questions, “What is Human?” “How does humanity differ from other animals?” “Are we truly free?” “What are our responsibilities and ethical obligations”, or “Where do these obligations come from?” Answers to these questions are pursued through a historical and contemporary study of ethics, identity, the mind-body problem, or free will and determinism. **Prerequisite:** A grade of C or better in ENG 0012

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<th>Time</th>
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<tbody>
<tr>
<td>PHYSICS</td>
<td>Principles of Physics I</td>
<td>PHY 1121</td>
<td>4 CR</td>
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</table>

A course in fundamental principles and applications of physics, introducing the basic concepts and principles of mechanics and thermodynamics. Topics include: Equations of motion; Newton’s Laws of motion; Transnational and rotational equilibrium; work; energy; momentum; heat, kinetic gas theory; The gas laws. Suitable for students intending to pursue other scientific studies or wishing to specialise in physics and its related technologies. **Prerequisite:** A grade of C or better in PHY 0013. **Corequisite:** MAT 1141

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<th>Course Title</th>
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<th>CR</th>
<th>Time</th>
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<tbody>
<tr>
<td>PLUMBING</td>
<td>Introduction to the Plumbing Profession, Safety and Tools</td>
<td>PLM 1101</td>
<td>4 CR</td>
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This module reviews the basic plumbing tools used to measure, lay out, cut, drill, bore, and ream. Trainees will learn how to safely use, properly care for, and maintain plumbing tools.

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<th>Course Title</th>
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<th>Time</th>
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<tbody>
<tr>
<td>Plastic pipe, Copper, Cast Iron, Steel Pipe and Fittings</td>
<td>PLM 1102</td>
<td>2 CR</td>
<td>MWF 10:35 AM - 11:25 AM</td>
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Introduces trainees to the different types of plastic pipe and fittings used in plumbing applications, including ABS, PVC, CPVC.

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<th>Time</th>
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<tbody>
<tr>
<td>Fixtures and Faucets, Drain, Waste and Vent Systems</td>
<td>PLM 1103</td>
<td>2 CR</td>
<td>MWF 10:35 AM - 11:25 AM</td>
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</table>

Explains how DWV systems remove waste safely and effectively. Discusses how system components, such as pipe, drains, traps and vents work.

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<th>Course Title</th>
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<th>Time</th>
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<tbody>
<tr>
<td>Sizing Water Supply Piping, Potable Water Treatment</td>
<td>PLM 2107</td>
<td>3 CR</td>
<td>MWF 10:35 AM - 11:25 AM</td>
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</table>

Explains how to disinfect, filter, and soften water supply systems. Discusses how to troubleshoot water supply problems, flush out visible contaminants from a plumbing system, and disinfect a potable water plumbing system.

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<th>Course Title</th>
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<th>Time</th>
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<tbody>
<tr>
<td>Backflow Preventers, Types of Venting, Sizing DWV Systems</td>
<td>PLM 2108</td>
<td>4 CR</td>
<td>MWF 10:35 AM - 11:25 AM</td>
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</table>

Reviews the different types of vents that can be installed in a DWV System and how they work. Also teaches design and installation techniques.

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<th>Time</th>
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<tbody>
<tr>
<td>Sewage Pumps, Compressed Air</td>
<td>PLM 2109</td>
<td>2 CR</td>
<td>MWF 10:35 AM - 11:25 AM</td>
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Explains the installation, diagnosis, and repair of pumps and controls in a water system.

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<th>Course Title</th>
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<th>Time</th>
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<tbody>
<tr>
<td>Introduction to Psychology I</td>
<td>PSY 1101</td>
<td>3 CR</td>
<td>MWF 10:35 AM - 11:25 AM</td>
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</tbody>
</table>

A survey of the conceptual approaches in psychology: biological bases of behaviour, perception, consciousness (sleep, dreams, hypnosis, meditation), learning, language, basic drives (hunger, thirst, sex), motivation, emotion and intelligence. **Prerequisite:** A grade of C or better in ENG 0012

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<tr>
<td>Sewage Pumps, Compressed Air</td>
<td>PLM 2109</td>
<td>2 CR</td>
<td>MWF 10:35 AM - 11:25 AM</td>
</tr>
</tbody>
</table>

Explains the installation, diagnosis, and repair of pumps and controls in a water system.
FALL 2020 CLASSES: REMOTE TEACHING ENVIRONMENT • Second Floor, Bermuda College Centre

**Introduction to Social Psychology**  
**PSY 2210 3CR**  
An examination of human behaviour covering such topics as conformity, altruism, impression formation, aggression, prejudice, love and attraction attitudes, and organisational behaviour. Emphasis is placed on understanding the connection between sociological and psychological determinants of normal and abnormal behaviour. **Prerequisites: PSY 1101 and PSY 1102**  
SEC 01 HH H273 TR 10:05 AM - 11:25 AM  
Jeremiah Faries

**Learning Theory**  
**PSY 2270 3CR**  
An examination of developmental issues influencing learning, including cognitive, personal, moral, physiological, and neuro-physiological. Specific learning theories covered include classical and operant conditioning, cognitive theories, and social learning theories. **Prerequisites: PSY 1101 and PSY 1102**  
SEC 01 HH H273 MWF 12:35 PM - 1:25 PM  
Jeremiah Faries

**Religious Studies**

**Introduction to Religious Studies II**  
**REL 1102 3CR**  
A comparative study of the dominant monotheistic religions from the Middle East: Judaism, Christianity and Islam. From early doctrinal development in ancient precursors, (ex. Zoroastrianism), to modern day politics and ethnic conflicts, this course will examine critically the history and global impact of Abrahamic monotheism. **Prerequisite: A grade of C or better in ENG 0012**  
SEC 01 HH H273 M 6:00 PM - 9:00 PM  
Radell Tankard

**Sociology**

**Introduction to Sociology**  
**SOC 1101 3CR**  
An introduction to the study of human society from the sociological perspective. Emphasises the nature and meaning of society, culture, status and role, socialisation and personality, deviance, and social stratification. **Prerequisite: A grade of C or better in ENG 0012**  
SEC 01 HH H100 MWF 11:35 AM - 12:25 PM  
Geoffrey Rothwell  
SEC 02 HH H100 R 6:00 PM - 9:00 PM  
Geoffrey Rothwell

**Introduction to Sociology II**  
**SOC 1102 3CR**  
An introduction to the study of human society from the sociological perspective. Emphasises the nature and meaning of social institutions (the family, religion, education, and economy and politics), formal and informal organisations, and social change. **Prerequisite: A grade of C or better in ENG 0012**  
**SOC 1101 is strongly recommended**  
SEC 01 NH G226 MWF 9:35 AM - 10:25 AM  
Geoffrey Rothwell

**Social Inequality**  
**SOC 2220 3CR**  
An examination of the origins and nature of the principal types of social inequality including sex, caste, class and race. Deals particularly with studies of status in modern industrial societies and in Bermuda. **Prerequisites: SOC 1101 and SOC 1102**  
SEC 01 HH H275 TR 11:35 AM - 12:55 PM  
Geoffrey Rothwell

**Sociology of Deviant Behaviour**  
**SOC 2280 3CR**  
An examination of the nature of deviance and its sociological explanations through analysis of selected topics such as mental illness, violence, sexual deviance and drug abuse. Also examined are social responses to deviance including stigmatisation, treatment and social control. **Prerequisites: SOC 1101 and SOC 1102**  
SEC 01 HH H273 TR 2:35 PM - 3:55 PM  
Geoffrey Rothwell

**Spanish**

**Beginners Spanish I**  
**SPA 1101 3CR**  
This course is a foundational course designed for students who have little or no Spanish-speaking skills previously, for students who have minimal knowledge of basic concepts of the language, or for students who have formerly studied Spanish, but who have a three-year or more gap in their schooling experience, or for those who desire a basic refresher course and re-introduction to the Spanish language. Course content will include vocabulary building, reading, speaking, writing with an emphasis on building basic writing skills and audio-lingual development. **Prerequisite: SPA 1101**  
SEC 01 HH H270 MWF 10:35 AM - 11:25 AM  
Tiffany L Smith-Richol

**Beginners Spanish II**  
**SPA 1102 3CR**  
This course is a continuation of Beginners Spanish 1 (SPA 1101). It is designed for students who have had at least two years of Spanish at the secondary school level without any gaps in their Spanish educational experience, or for students who are competent in the basic linguistic skills and who can minimally converse in Spanish, but who desire increased competency in the fundamentals of the language. The course is designed to build on the basics of the language and aims to increase audio-lingual development through vocabulary building, reading, speaking, and writing to prepare students for the intermediate level. **Prerequisite: SPA 1101**  
SEC 01 HH H270 MWF 10:35 AM - 11:25 AM  
Tiffany L Smith-Richol

**Intermediate Spanish I**  
**SPA 2201 3CR**  
This course focuses on intermediate-level Spanish and is designed for students who have studied Spanish for a minimum of three years at the senior school level or for students who have a command of the basics of the language and who desire to
strengthen their reading, writing and audio-lingual skills. Students will learn more complex verb forms and idiomatic expressions to develop greater linguistic fluency and will strengthen their skills through the study of authentic text.

**Prerequisite:** SPA 1102, or at least three (3) consecutive years in senior school Spanish

SEC 01 HH H275 TR 2:35 PM - 3:55 PM
Tiffany L Smith-Richol

**TECHNICAL COURSES**

**Introduction to Computer Aided Technical Drawing**

**TEC 1000 3CR**

An introduction to computer-aided drafting software applications, two-dimensional and three-dimensional drawing. Students will develop two and three dimensional drafting design techniques, using CAD software for creating designing and printing, various designs, shapes, parts and functional objects.

**Prerequisite:** TMM 1001

SEC 01 TH T224 MW 9:00 AM - 10:30 AM
Joseph Weeks
SEC 02 TH T224 TR 9:00 AM - 10:30 AM
Joseph Weeks

**Introduction to Programming for Technicians**

**TEC 1002 3CR**

This introductory programming course will provide students with basic computing problem-solving skills using the Python programming language. Students will develop, compile, debug, and execute programmes while learning basic programming terminology and concepts such as procedure definition, algorithms, functions, conditional statements, and object-oriented programming concepts.

**Prerequisites:** TMM 1101 and TSM 1101

SEC 01 TH T202 MW 11:00 AM - 12:25 PM
Delroy Musson
SEC 02 TH T202 MW 11:00 AM - 12:25 PM
Delroy Musson

**Introduction to Engineering and Design**

**TEC 1010 3CR**

This is an introductory course to engineering technology that provides students with an appreciation of the various engineering disciplines, problem-solving and technical design processes. Students will develop practical solutions to real world problems.

**Prerequisite:** TEC 1000

SEC 01 TH T202 MW 9:00 AM - 10:30 AM
Delroy Musson
SEC 02 TH T202 TR 9:00 AM - 10:30 AM
Delroy Musson

**Technical Math I**

**TMM 1001 3CR**

This course will provide students with a practical application of mathematical skills as it relates to technology. Some of the topics to be studied are a review of basic math skills, measurements and units, algebra essentials, Cartesian coordinates, systems of equations, plane and solid geometry, trigonometry, vectors, binary and hexadecimal numbers, and Boolean algebra.

**Prerequisite:** NCC1102 or IGCSE Math (Core)

SEC 01 TH T202 TR 1:30 PM - 3:00 PM
Joseph Weeks
SEC 02 TH T202 TR 3:00 PM - 4:30 PM
Joseph Weeks

**Technical Science I**

**TSM 1101 4CR**

This module is an introduction to applied science skills for the technical trades. It applies the principles of basic botany; force and motion; simple machines; thermodynamics, and electricity and magnetism.

SEC 01 NH G228 TR 6:00 PM - 9:00 PM
Derreck Bean
SEC 02 HH H170 TWR 9:00 AM - 10:50 AM
Derreck Bean
SEC 03 HH H170 TWR 11:00 AM - 12:50 PM
Joseph Weeks

**Welding Technology**

**WLD 1101 3CR**

A module that provides the basic understanding of welding operations and processes.

SEC 01 TH T190 TR 2:30 PM - 4:00 PM
Jabreel Talbot

**Wood Technology**

**Orientation, Materials, Fasteners, Hand & Power Tools**

**WTC 1101 1CR**

The following topics are contained in this module: Studying history of the trade; identifying different materials and fasteners; operating tools safely.

SEC 01 TH T160 TR 1:30 PM - 5:30 PM
Kevin Bean

**Floor, Wall, Ceiling and Roof Framing**

**WTC 1102 4CR**

The following topics are contained in this module: Laying out and constructing a wood floor, Framing walls and ceilings; Describing various kinds of roofs; Building gable and hip roofs.

SEC 01 TH T160 TR 1:30 PM - 5:30 PM
Kevin Bean
STUDIES IN BERMUDIAN LITERATURE

FALL 2020
ENG2260
Thursday Nights
6:00pm – 9:00pm

Bermuda’s unique cultural and literary landscape is explored through a study of fiction, poetry and drama by early and contemporary writers. The prolific work of author, Brian Burland will also form a part of this enlightening dive into our literary history.

LECTURER
Ms. Yesha Townsend
Bermuda College Alumni, Writer and Spoken Word Artist, Publisher and online comic strip illustrator. Featured in local creative non-fiction and poetry anthologies.

Windows and Exterior Doors WTC 1103 1CR
The following topics are contained in this module: Recognising various types of windows; Skylights and exterior doors; Installing windows and exterior doors; Fitting locksets and weather-stripping.

SEC 01 TH T160 TR 1:30 PM - 5:30 PM
Kevin Bean

Properties of Concrete, Reinforcing, Handling and Placing Concrete WTC 2107 3CR
The following topics are contained in this module: Identifying materials that form different types of concrete; Constructing basic footing and edge forms; Cutting, bending and tie reinforcing steel; Safety procedures for handling concrete.

SEC 01 TH T160 MW 1:30 PM - 5:30 PM
Kevin Bean

Rigging Equipment, Rigging Practices; Trenching and Excavating WTC 2108 3CR
The following topics are contained in this module: Performing site layout tasks of distance measuring and differential leveling; Understanding on-site communications.

SEC 01 TH T160 MW 1:30 PM - 5:30 PM
Kevin Bean

Foundations and On Grade Slabs, Vertical and Horizontal Formwork WTC 2109 3CR
The following topics are contained in this module: Constructing job-built forms; Identifying various manufacturers forms; Studying history; Procedure for erecting tilt-up wall panels.

SEC 01 TH T160 MW 1:30 PM - 5:30 PM
Kevin Bean
A PROJECT MANAGEMENT PARTNERSHIP THAT DELIVERS.

Global Knowledge

 DIVISION OF PROFESSIONAL AND CAREER EDUCATION

INTERESTED IN A GLOBALLY RECOGNISED CERTIFICATION?

EXCITING project management programmes and IT courses recognised internationally as the ‘GOLD STANDARD’ in IT training are available at Bermuda College.

LEARN MORE: www.college.bm/pace

CONTACT: Mrs. Miller T: 236-9000 ext. 4117

TO GET STARTED EMAIL: padmin@college.bm

MANY PATHS. DISCOVER YOURS.
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Courses are subject to cancellation and/or day/time changes.
For CREDIT COURSES, see page 3
### EXTERNAL CERTIFICATES & PROFESSIONAL DESIGNATION

#### ACCOUNTING

**ACCA ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS**

**DIPLOMA IN FINANCIAL AND MANAGEMENT ACCOUNTING (RQF LEVEL 2)**

This diploma is suitable for anyone looking to do an introductory qualification in accounting and finance. This includes school leavers or those already working in supportive roles in the field of accounting. Previous academic qualifications are not required to study this qualification. **All new students must register for membership on [http://www.accaglobal.com/gb/en/qualifications/apply-now.html#startapp](http://www.accaglobal.com/gb/en/qualifications/apply-now.html#startapp).**

**Recording Financial Transactions (FA1) TDS ACCA10**

This course develops a knowledge and understanding of the operational aspects of maintaining accounting records and procedures relating to invoicing, receipts and payments, recording income and expenditure, the preparation of ledger accounts and the preparation of an initial trial balance. **Corequisite: TDS* ACCA12**

- SEC A1 Distance Education T
  - 6:00 - 9:00PM
  - 15 September – 15 December
  - $725
  - Rosina Hardtman

**Management Information (MA1) TDS ACCA12**

This course develops knowledge and an understanding of how organisations provide basic management information for decision-making, planning and control. **Corequisite: TDS* ACCA10**

- SEC A1 Distance Education R
  - 6:00 - 9:00PM
  - 17 September – 17 December
  - $725
  - Aziza Lovell

*Both courses are required for completion of the RFQ Level 2. It is highly recommended that students take both FA1 and MA1 during the same semester.*

**DIPLOMA IN FINANCIAL AND MANAGEMENT ACCOUNTING (RQF LEVEL 3)**

This diploma is suitable for anyone looking to do an introductory qualification in accounting and finance. This includes school leavers or those already working in accounts-support roles. Before studying for this qualification, students are encouraged to complete the ACCA Diploma in Financial and Management Accounting (RQF Level 2). **All new students must register for membership on [http://www.accaglobal.com/gb/en/qualifications/apply-now.html#startapp](http://www.accaglobal.com/gb/en/qualifications/apply-now.html#startapp).**

**Managing Financial Records (FA2) TDS ACCA20**

This course will develop your knowledge and understanding of the techniques used to maintain accounting records and prepare final accounts of unincorporated entities.

- SEC A1 Distance Education T
  - 6:00 - 9:00PM
  - 15 September – 15 December
  - $725

*Both courses are required for completion of the Diploma in Financial and Management Accounting (RQF Level 3)*

**DIPLOMA IN ACCOUNTING AND BUSINESS (RQF LEVEL 4)**

This diploma is suitable for anyone looking to obtain qualification in accounting and finance. If students do not have any previous academic qualifications, they must seek approval through the Division of Professional & Career Education (PACE) before attempting the Diploma. This diploma represents the first three exams of the ACCA qualification.

**Accountant in Business (F1/FAB) TDS ACCA30**

This module will develop knowledge and understanding of the basic principles of effective management, the business environment and its influence on the operation, the role of the accountant and other key business functions which contribute to an efficient, effective and ethical organisation.

- SEC A1 Distance Education T
  - 6:00 - 9:00PM
  - 15 September – 15 December
  - $725
  - Mei Wang

**ACCA QUALIFICATION**

**Corporate and Business Law (F4/LW) TDS ACCA38**

This course will develop knowledge and skills in the understanding of the general legal framework, and of specific legal areas relating to business, recognising the need to seek further specialist legal advice when necessary.

- SEC A1 Distance Education T
  - 6:00 - 9:00PM
  - 15 September – 15 December
  - $1,075

**Taxation (F6/TX) TDS ACCA42**

This course will develop knowledge and skills relating to the tax system as applicable to individuals, single companies, and groups of companies.

- SEC A1 Distance Education T
  - 6:00 - 9:00PM
  - 15 September – 15 December
  - $1,075

**Audit and Assurance (F8/AA) TDS ACCA46**

This course will develop knowledge and skills in the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework.

- SEC A1 Distance Education M
  - 6:00 - 9:00PM
  - 14 September – 14 December
  - $1,075
  - Tamara Worrell

Courses are subject to cancellation and/or day/time changes.
**Students undertaking the ACCA Qualification courses must receive prior exemption from the Diploma level course work** http://www.accaglobal.com/en/qualifications/apply-now/exemptions.html

ACCA Qualification courses are offered in rotation, in accordance to ACCA progression rules. By completing the courses as offered, students will complete the ACCA qualification requirements in 3 years.

**NOTE: ACCA examination and book fees are not included.**

## ADMINISTRATIVE ASSISTANTS

### Administrative Professional (APC) Course

**TDS 386**

The on-going and post Covid 19 pandemic has forced much of the world to explore a workforce that fully embraces and supports the remote worker, especially those that specialise in administrative and executive support. This 6-month course focuses on empowering individuals who currently work in administrative roles, and those who are looking for future career opportunities in the world of virtual administration. Ideal preparation for the Certified Administrative Professional Certification (CAP) Exam.

**SEC A1 Distance Education T** 6:30PM - 8:30PM
1 September – 2 March $1,500

Assessment: 6 March 2021 S 9:00AM - 7:00PM
Velda Franco, Jessica Reid (TLC Group)

## MANAGEMENT

### AMA AMERICAN MANAGEMENT ASSOCIATION

#### Certificate in General Management

**AMA AMA70**

This certificate focuses on developing the skills which enable managers to increase competitive advantage, improve customer service, nurture a diverse workplace and meet business challenges.

**SEC A1 Distance Education MR** 6:00 - 9:00PM
17 September – 14 December $1,295
Kent Bascome

#### Finance and Accounting for Non-financial Managers Module

**AMA AMA13**

This course encourages you to draw on personal experience to strengthen your comprehension of new material. Upon completion, you’ll be comfortable discussing financial concepts and data.

**SEC A1 Distance Education MR** 6:00 - 9:00PM
17 September – 29 October $795
Kent Bascome

#### The Legal Side of HR Practice Module

**AMA AMA12**

Human resource law is a complex, confusing compilation of federal, state, county and city laws and ordinances cured in the crucible of the courtroom.

The Legal Side of HR Practice leads human resources professionals, managers, supervisors, and students through the legal maze to an understanding of HR law fundamentals

**SEC A1 WW Distance Education M** 6:00 - 9:00PM
2 November – 14 December $795
Bianca Harris

#### Certificate in Human Resources

**AMA AMA74**

This certificate provides the know-how needed to succeed: whether you are an HR manager, new to HR or in a non-HR profession with HR responsibilities. It is a guide to every aspect of human resources management, from understanding the basic HR functions to using the Web for recruiting and selecting the latest Human Resources Information System (HRIS).

**SEC A1 Distance Education M** 6:00 - 9:00PM
14 September – 14 December $1,295
Bianca Harris

#### Performance Management Module

**AMA AMA49**

This course exercises assessments and strategies. Develop the skills of coaching, problem solving and feedback while teaching methods for linking organisation and personal goals.

**SEC A1 Distance Education M** 6:00 - 9:00PM
14 September – 26 October $795
Bianca Harris

**NOTE: The AMA fees above represent payment for the current semester; AMA Certificates require 2 semesters for completion. Books are included. AMA Classes take place on specific dates. Contact the PACE Office for the full schedule.**

### BOMI BUILDING OWNERS AND MANAGERS INSTITUTE

BOMI designations are backed by the Institute’s 30 years of excellence in developing and offering advanced education programmes. They have become marks of distinction throughout the commercial property industry.

The Facilities Management Administrator (FMA) designation benefits new and experienced facilities professionals. The FMA programme helps position facilities managers as key strategic contributors within their organisations through its in-depth coverage of critical-need topics, including planning and project management, facilities technologies, finance and investment, and environmental health and worker safety.

#### Environmental Health and Safety

**RST 886**

This course will help the learner develop and manage proactive environmental/occupational health and safety programmes, comply with regulatory
ILM INSTITUTE OF LEADERSHIP & MANAGEMENT

INTERNATIONAL MANAGEMENT QUALIFICATION

The Institute of Leadership and Management offers a wide range of qualifications covering all aspects of leadership and management. Last year 90,000 people registered for an ILM qualification, gaining the crucial skills and knowledge to improve their performance at work. The Level 3 qualifications in Leadership and Management are ideal for people who have management responsibilities but no formal training and who are serious about developing their competencies. The qualifications particularly support practicing team leaders seeking to move up to the next level of management, and managers who need to lead people through organisational change, budget cuts or other pressures. ILM materials and registration fees are included.

ILM Course Objectives

By the end of the courses, delegates will better understand their role and key responsibilities in managing staff, know how teams function and develop, and have reviewed the way their own teams organise themselves and understand the concept of quality, service delivery and customers, and have used this understanding to identify and solve real work problems.

ILM Level 3* Award in Leadership and Management

The Level Award consists of three modules:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>8600-300</td>
<td>Solving Problems and Making Decisions</td>
</tr>
<tr>
<td>8600-308</td>
<td>Understanding Leadership</td>
</tr>
<tr>
<td>8600-324</td>
<td>Understanding Costs and Budgets in an Organisation</td>
</tr>
</tbody>
</table>

TDS ILM816

SEC A1  NH  G307  TR  6:00 - 9:00PM
24 September – 24 October
$1,495

ILM Level 3* Certificate in Leadership and Management

The Level 3 Certificate consists of six modules:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>8600-300</td>
<td>Solving Problems and Making Decisions</td>
</tr>
<tr>
<td>8600-307</td>
<td>Giving Briefings and Making Presentations</td>
</tr>
<tr>
<td>8600-308</td>
<td>Understanding Leadership</td>
</tr>
<tr>
<td>8600-311</td>
<td>Developing Yourselves and Others</td>
</tr>
<tr>
<td>8600-341</td>
<td>Leading and Motivating a Team Effectively</td>
</tr>
<tr>
<td>8600-407</td>
<td>Understanding Financial Management</td>
</tr>
</tbody>
</table>

TDS ILM815A

SEC A1  NH  G307  TR  6:00 - 9:00PM
24 September – 24 October
$1,795

Courses are subject to cancellation and/or day/time changes.

AQUAPONICS SYSTEMS

Aquaponics combines fish farming and crop plants, grown without soil.

Grow your own organic vegetables and fruits, and raise fish in the process!

This modular course is ideal for the environmentally-conscious farming enthusiast, innovative entrepreneur, or the simply curious, guiding students from the introductory course to more advanced technology.

WORKSHOP DATES:
October 7, 14, 21 & 28

No previous experience is necessary.

NON-CREDIT COURSES
Courses are subject to cancellation and/or day/time changes.

SEC A1  NH  G307  TR  6:00 - 9:00PM  24 September – 21 November  $2,890

* Level 3 Entry requirement Grade 'C' or above in GCSE English Language; College Placement Test English and Reading score of 89 or above.

CITY AND GUILDS HAIRDRESSING

Level 2 Diploma in Hairdressing  HBP 002
The City & Guilds Diploma in Hairdressing is a UK-based programme which provides a qualification that is recognised by competitive industry standards in Bermuda, the Caribbean, England and the USA. Participants will complete theory and practical units in traditional classrooms and in salons. All student work will be internally and externally verified. This programme is suited for people who are new to the profession and for those who are currently working in the profession and need certification.

SEC A1  Hybrid  MTW  6:00 - 9:00PM  14 September – 14 December  $1,725
Tasha Devent
* Starter Kit Fee: $500. This is a one time fee payable at the Bermuda College bookstore.

NOTE: The fees above represent payment for the current semester. This is a three-semester programme. Each semester the fee is $1,725. Applicants will be assessed by the College Placement Test (CPT). Students who possess a high school diploma or higher are exempt from the CPT assessment.

COMPLIANCE PROGRAMMES

KIXKO

KIXKO Orientation  TDS KIXK01
The course demonstrates AML/ATF awareness basics. The course describes money laundering, terrorist financing, and AML requirements under the legislation. An introduction is provided on how to identify money laundering risks, your personal responsibilities and the person to whom you should report any suspicious activities.

SEC A1  Distance Education  17 September – 17 December  $55

KIXKO AML ATF

Risk Based Assessment  TDS KIXK02
The course introduces common methodologies involved in applying a risk based approach to AML/ATF. Four AML/ATF Risk Filters are identified as Customer, Delivery Method/Interface, Products and Services and Geographic Risk. High risk areas are highlighted in respect to account opening and transaction activity. This course is a starting point in the AML/ATF programme to identify and manage risks.

SEC A1  Distance Education  17 September – 17 December  $55

KIXKO AML ATF

Customer Due Diligence  TDS KIXK03
Knowing Your Customer is the best defence against money laundering and terrorist financing activities. Due diligence processes to identify and verify customer relationships are outlined in the course. The process for verifying source of funds is also introduced.

SEC A1  Distance Education  17 September – 17 December  $55

KIXKO AML ATF

Monitoring & Reporting  TDS KIXK04
The course introduces processes for monitoring and reporting unusual or suspicious transactions. Methods of how to detect and report unusual and suspicious transactions are demonstrated. Record keeping and retention requirements are highlighted.

SEC A1  Distance Education  17 September – 17 December  $55

KIXKO AML ATF

Governance & Oversight  TDS KIXK05
This course provides senior managers, directors and officers with Best Practice Governance and Oversight knowledge to enable compliance with Bermuda anti-money laundering legislation, and to protect the entity and individuals against the threat of money laundering and terrorist financing.

SEC A1  Distance Education  17 September – 17 December  $55

INTERNATIONAL COMPLIANCE ASSOCIATION (ICA)

ANTI-MONEY LAUNDERING TRACK


Introductory Level: Certificate in Anti-Money Laundering  TDS ICA02
Length – 3 months. Assessment type – Multiple choice exam online.

SEC A1  Distance Education  14 September – 14 December  $895

Introductory Level: Certificate in KYC and CDD  TDS ICA03
Length – 3 months. Assessment type – Multiple choice exam online.

SEC A1  Distance Education  14 September – 14 December  $895
NON-CREDIT COURSES

Introductory Level: Certificate in Managing Sanctions Risk TDS ICA04
Length – 3 months.
Assessment type – Multiple choice exam online.
SEC A1 Distance Education
14 September – 14 December $895

Intermediate Level: International Advanced Certificate in Anti-Money Laundering TDS ICA12
Length – 6 months.
Assessment type – 2 written assignments.
SEC A1 Distance Education
19 October – 9 July 2021 $2,625
*Visit college.bm/pace for the detailed 6-month schedule

Introductory Level: Certificate in Compliance TDS ICA01
Length – 3 months.
Assessment type – Multiple choice exam online.
SEC A1 Distance Education
14 September – 14 December $895

Intermediate Level: International Advanced Certificate in Regulatory Compliance TDS ICA16
Length – 6 months.
Assessment type – 2 written assignments.
SEC A1 Distance Education
12 October – 4 June 2021 $2,625
*Visit college.bm/pace for the detailed 6-month schedule

Intermediate Level: International Advanced Certificate in Business Compliance TDS ICA17
Length – 6 months.
Assessment type – 2 written assignments.
SEC A1 Distance Education
12 October – 4 June 2021 $2,625
*Visit college.bm/pace for the detailed 6-month schedule

Advanced Level: International Diploma in Governance, Risk and Compliance TDS ICA21
Length – 9 months.
Assessment type – 3 written assignments.
SEC A1 Distance Education
28 September – 24 September 2021 $5,250
*Visit college.bm/pace for the detailed 9-month schedule

FINANCIAL CRIME PREVENTION TRACK
Topics include: What is Financial Crime? What are the Financial Crime Risks? Fraud Controls Banking - Fraud Typologies; Identity Theft and Cybercrime; Bribery and Corruption; Fraud Response Policy; The English Legal System and more. Full details can be found on: https://www.college.bm/index.php/pace/pacedesignations/ica

Introductory Level: Certificate in Financial Crime Prevention TDS ICA03
Length – 3 months.
Assessment type – Multiple choice exam online.
SEC A1 Distance Education
14 September – 14 December $895

Intermediate Level: Advanced Certificate in Managing Fraud TDS ICA15
Length – 6 months.
Assessment type – 2 written assignments.
SEC A1 Distance Education
5 October – 11 June 2021 $2,625
*Visit college.bm/pace for the detailed 6-month schedule

Advanced Level: International Diploma in Financial Crime Prevention TDS ICA23
Length – 9 months.
Assessment type – 3 written assignments.
SEC A1 Distance Education
12 October – 8 October 2021 $5,250
*Visit college.bm/pace for the detailed 9-month schedule

ASSOCIATION OF CERTIFIED ANTI-MONEY LAUNDERING SPECIALISTS (ACAMS)

CAMS Prep - Designation Exam Review Course TDS CAMS1
The Certified Anti-Money Laundering Specialist (CAMS) designation denotes a superior level of understanding of international AML/CTF principles. Passing the CAMS Examination distinguishes you as an AML/CTF authority and helps mitigate institutional financial crime risks. Internationally renowned and accepted, world governments acknowledge the CAMS Certification as the gold standard in AML/CTF compliance.
SEC A1 Distance Education
15 September – 20 October $1,895
SEC A2 Distance Education
17 September – 22 October $1,895
NOTE: Prospective students must send a copy of their acceptance letter along with their registration form to serr@college.bm prior to September 10, 2020. Click the following link for application details: https://www.college.bm/index.php/pace/pacedesignations/compliance-certification-programmes

PROJECT MANAGEMENT AND IT TRAINING

Global Knowledge delivers what technology and business process can’t—skills. Whether you realise it or not, skills are the key limiter to your success. Organisations are under pressure to respond rapidly to change, meet customer needs and maximise resources. As a project manager, you can help your organisation meet these challenges by establishing consistent, repeatable methodologies that reduce risk, cut waste and provide a competitive advantage. We offer training in IT project management, Microsoft Project, Project Management Professional (PMP)® certification preparation and much more. You will learn techniques to manage projects that are on time, meet specifications, on budget and result in higher quality products and services. PMP is a registered mark of the Project Management Institute, Inc.

PROJECT MANAGEMENT

Project Management Fundamentals TDS PRO1

In this course, you will learn the fundamentals and best practices of project management through hands-on, real-world exercises. Ensure that you are delivering business value by assessing a project’s business case, identifying stakeholders and their relationship to your project, capturing product requirements, and establishing quality metrics to guide the development of your product and reassess the business case. Define product scope to provide clarity for project delivery and create a work breakdown structure to define project scope for the team. Manage your project within the planned budget and schedule by managing change and identifying and managing risks, assumptions, and constraints. You will learn to track the delivery of business value and close projects out cleanly.

SEC A2 Distance Education MTW 8:30AM - 4:30PM 14 September - 16 September $1,606.50

For additional dates please click the following link https://enroll.globalknowledge.com/BC/en-us/

IT Project Management TDS PRO2

IT projects come with distinct challenges for all project team members, and most of all for the project manager. In this course, you will learn the fundamentals and best practices of project management methodology as applied to IT initiatives. Using real-world scenarios and hands-on exercises, you will apply practical project management principles to successfully take a project from planning to rollout.

SEC A1 Distance Education MTW 8:30AM - 4:30PM 14 September - 16 September $1,606.50

For additional dates please click the following link https://enroll.globalknowledge.com/BC/en-us/

Managing Remote Teams TDS385

Improve your ability to manage and communicate with your team no matter where they are located. Experts agree that body language is an important part of communication. So how do you successfully lead a team when you’re all in different locations and can’t
even see each other regularly? This short four-hour course will help you rise to the challenge of working with remote team members. You’ll learn how to communicate more effectively with your remote team members, what issues to address in the kickoff meeting, and tips for making remote workers feel like part of the team.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Start/End Date</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC A1</td>
<td>Distance Education F</td>
<td>25 September 1:00PM - 4:00PM</td>
<td>$357.50</td>
<td></td>
</tr>
<tr>
<td>SEC A3</td>
<td>Distance Education F</td>
<td>23 October 1:00PM - 4:00PM</td>
<td>$357.50</td>
<td></td>
</tr>
<tr>
<td>SEC A4</td>
<td>Distance Education M</td>
<td>16 November 1:00PM - 4:00PM</td>
<td>$357.50</td>
<td></td>
</tr>
</tbody>
</table>

**COMPUTER LITERACY**

**Microsoft Clips (ON DEMAND) TDS CLIPS 1**
Are you making the most of your recent Office 365 investment? Sure, you’re using Excel, Word and Outlook but are you using all of those products’ features? Are you taking advantage of Teams, OneDrive and SharePoint to collaborate and communicate efficiently? With an Office 365 license, you will have the tools to succeed. This 12-month subscription gives you access to 300+ courses to ensure that you are prepared to better adopt and utilise Microsoft Office and Windows 10.

<table>
<thead>
<tr>
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<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC A1</td>
<td>Distance Education</td>
<td>14 September - 14 August 2021 12-month subscription</td>
<td>$75</td>
<td></td>
</tr>
</tbody>
</table>

**Architecting on AWS TDS 1395**
In this authorised Amazon Web Services (AWS) course, you will learn all the essential skills to architect your IT solutions on AWS. Gain in-depth knowledge of the AWS platform and how to leverage AWS services for your specific cloud-based application. This 3-day, hands-on training provides current AWS cloud best practices and AWS architecture principles covering the entire process of designing IT infrastructure from beginning to end. Since AWS introduces an average of 200 new features and services annually, it becomes critical to study the most recent innovations. To reinforce this material, you will also explore case studies with a variety of AWS infrastructure designs and strategies. After the course, you will be fully equipped to build and scale a more efficient and reliable IT solution on the AWS cloud environment.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Start/End Date</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC A2</td>
<td>Distance Education MW</td>
<td>8 September - 10 September 8:30AM - 4:30PM</td>
<td>$1,466.50</td>
<td></td>
</tr>
</tbody>
</table>

For additional dates please click the following link https://enroll.globalknowledge.com/BC/en-us/.

**INFORMATION TECHNOLOGY (IT) CERTIFICATIONS**

**CompTIA Security+ Prep Course TDS 3404**
The Security+ Certification Prep Course provides the basic knowledge needed to plan, implement, and maintain information security in a vendor-neutral format. This includes risk management, host and network security, authentication and access control systems, cryptography, and organisational security. This course maps to the CompTIA Security+ certification exam (SY0-501). Objective coverage is marked throughout the course.

<table>
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<tr>
<td>SEC A1</td>
<td>Distance Education F</td>
<td>9 September - 18 September</td>
<td>9:00AM - 5:00PM</td>
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For additional dates please click the following link https://enroll.globalknowledge.com/BC/en-us/.

**CYBERSECURITY**

**Cyber Foundations TDS 9701**
In this cybersecurity course, you will gain a global perspective of the challenges of designing a secure system, touching on all the cyber roles needed to provide a cohesive security solution. Through lecture, labs, and breakout discussion groups, you will learn about current threat trends across the Internet and their impact on organisational security. You will review standard cybersecurity terminology and compliance requirements, examine sample exploits, and gain hands-on experience mitigating controls. In a contained lab environment, you will work with live viruses, including botnets, worms, and Trojans.

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Start/End Date</th>
<th>Time</th>
<th>Fee</th>
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For additional dates please click the following link https://enroll.globalknowledge.com/BC/en-us/.

**BLOCKCHAIN**

**BlockChain Overview TDS 7881**
This course provides a general overview of the BlockChain technology in simple English without using technical jargon. It’s specifically designed to answer the following questions: What is BlockChain? (What exactly is it?) Non-Technical Technology Overview (How does it work?) Benefits of BlockChain (Why should anyone consider this?) Use Cases (Where and for what apps is it appropriate?) Adoption (Who is using it and for what?) Implementation (How do I get started?) Future of BlockChain (What is its future?)

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Start/End Date</th>
<th>Time</th>
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For additional dates please click the following link https://enroll.globalknowledge.com/BC/en-us/.
CEH - Certified Ethical Hacker v10  TDS 3617

The goal of this course is to help you master an ethical hacking methodology that can be used in penetration testing to lawfully assess the security of a system. This course delivers in-demand ethical hacking skills while preparing you for the internationally-recognised Certified Ethical Hacker certification exam (312-50) from EC-Council. EC-Council security experts have designed over 140 labs, which mimic real-time scenarios to help you “live” through an attack as if it were real. You’ll also be given access to over 2,200 commonly used hacking tools to immerse you into the hacker world.

SEC A2  Distance Education  M-F  8:30AM - 4:30PM
21 September – 25 September  $2,726.50

For additional dates please click the following link https://enroll.globalknowledge.com/BC/en-us/

This course includes one exam voucher for the CEH - Certified Ethical Hacker v10 exam (312-50).

CISSP - Certified Information Systems Security Professionals  TDS 9803

Why take the CISSP Certification Prep Course? The CISSP exam is challenging, but the benefits are immense. Due to its comprehensive breadth, CISSP is the de facto certification to show competence in cyber roles. It’s also one of the top-paying certifications in IT.

This course is the most comprehensive review of information security concepts and industry best practices, and focuses on the eight domains of the CISSP CBK (Common Body of Knowledge) that are covered in the CISSP exam. You will gain knowledge in information security that will increase your ability to successfully implement and manage security programmes in any organisation or government entity.

SEC A2  Distance Education  M-F  8:00AM - 5:30PM
14 September – 18 September  $2,516.50

For additional dates please click the following link https://enroll.globalknowledge.com/BC/en-us/

CISM - Certified Information Systems Manager  TDS 9817

The CISM certification programme was developed by ISACA for experienced information security management professionals who have experience developing and managing information security programmes and who understand the programme’s relationship to the overall business goals. The CISM exam consists of 200 multiple-choice questions that cover the four CISM domains. The American National Standards Institute (ANSI) has accredited the CISM certification programme under ISO/IEC 17024:2003, General Requirements for Bodies Operating Certification Systems of Persons.

SEC A1  Distance Education  T-TH  8:00AM - 5:00PM
28 September – 30 September  $1,676.50

For additional dates please click the following link https://enroll.globalknowledge.com/BC/en-us/
THE CERTIFICATE IN BASIC HORTICULTURE
Designed in collaboration with the Department of Workforce Development

- PREPARES STUDENTS with the skills and knowledge required for careers in the landscaping and horticulture industries.
- QUALIFIES STUDENTS to work in grounds maintenance, plant nurseries, landscaping, garden centers, golf courses, lawn care, and parks and recreation departments.

Topics Covered:
- Introduction and Overview of the Landscaping and Horticultural Industry
- Bermuda Plant Knowledge and Identification
- Plant Anatomy, Physiology, and Soil Science
- Natural History, Conservation, and Biodiversity
- Operation and Maintenance of Horticulture Equipment
- Plant Maintenance and Pruning
- Plant Propagation
- Ground Preparation and Plant Installation
- Turf Management, Weeds, Pests, and Diseases

WORKFORCE DEVELOPMENT

CHILD CARE AND CLASSROOM MANAGEMENT

Certificate for Childcare Assistants
The Certificate for Childcare Assistants Programme prepares participants to work as Childcare Assistants alongside qualified teachers in childcare settings. This a competency-based programme in which participants will acquire the knowledge, competencies, and skills required to become effective, nurturing child caregivers. They will demonstrate evidence of their learning under the watchful eyes of certified professional teachers through theory and practical internships. The practical internships will take place in approved childcare settings. This is a two-semester programme.

Interpersonal Communications  CCP 810
Participants will investigate and develop competencies in the areas of effective communication skills, positive discipline and personal awareness.
SEC A1 Distance Education MW 6:00 - 9:00PM 14 September – 28 October $795

Stages of Child Development  CCP 815
Participants will explore the range of issues and stages of child development from birth to age eight. The focus will be on the emotional, intellectual, physiological, and cultural factors that impact children. It will also discuss the role of childcare providers in delivering effective guidance for instructional practices.
Co-requisite: CCP 810
SEC A1 Distance Education MW 6:00 - 9:00PM 29 October – 17 December $795
*Dates above represent the first semester of the two-semester programme. There is a practical component to the course.

Classroom Management  TDS CYS 2251
This course helps students to identify the educator’s role in the behavioural, social/ecological, developmental, academic, biophysical and psychodynamic approaches to classroom management. The course also involves the analysis and implementation of classroom management techniques using the least intrusive and appropriate interventions in order to facilitate instructional strategies and individual learning. Parental awareness and involvement are also aspects of the prevention and reduction of inappropriate behaviours that are explored in this class.
SEC A1 Distance Education T 6:00PM - 9:00PM 15 September – 15 December $695
Ru-Zelda Severin

ENTERTAINMENT AND HOSPITALITY

Bartending  FAB 815
This course is designed for the person who wishes to become a professional bartender or for the person who wants to know more about mixology, liqueurs and wine.
Practical sessions will be held in the bartending lab.

**NEW! Introduction to the Art of DJ’ing**

This introductory programme is an ideal way to jump start your dreams! Students will work with a team of all-star DJ instructors to learn DJ history, the basics of mixing theory and song structure, beat matching, blending and DJ technology. The curriculum is designed to accommodate all styles of music and includes both theory and practical components.

**Certificate for Nursing Assistant Bridging Programme**

The Bermuda College Workforce Development Programme will prepare individuals who have earned a Certificate in Continuing Care Worker, Geriatric Aide or completed Bermuda Hospitals Board’s Auxiliary Training Course. This programme will upgrade skill sets and competencies to support the 21st century healthcare industry needs. Students in this programme will complete a twenty-one hour internship in an approved clinical setting.

**Medical Billing and Coding**

Medical billing and coding is one of the fastest growing careers in healthcare industry. This programme delivers the skills students need to solve insurance billing and coding problems. This course will also provide a high level overview of ICD-10CM. Additional topics include introduction to international classification of diseases, clinical medication and coding guidelines, basics of diagnostic and procedural coding to coding for general surgery and radiology and more. National certification exams are available for students who complete this course including the American Academy of Professional Coders. Students may be required to have a minimum of 6 months of practical work experience prior to pursuing the national certification exams. Students entering this programme must have a high school diploma or GED.

This programme prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. The courses cover areas and topics such as interpersonal skills, medical ethics and basic medical law, medical terminology and basics of insurance billing and coding, medical records management and management of practice finances. Students entering this programme must have a high school diploma or GED. US National certification options are available to students who complete this course.
Blockchain in Healthcare  TDS 6275
This course reviews how Blockchain is being applied in the healthcare industry. As the industry faces many critical issues, healthcare professionals are turning to, and implementing Blockchain solutions to improve privacy, data integrity, cost reductions, and regulatory compliance. The course will discuss current and new industry use cases, as well as detailed coverage of the regulatory environment. This course focuses on how Blockchain is being used to improve and resolve many of the current and future healthcare industry problems.

SEC A1 Distance Education  9:00AM - 5:00PM
TBC  $1,326.50
For additional dates please click the following link https://enroll.globalknowledge.com/BC/en-us/

Spanish for Medical Professionals  TDS 1025
Students will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

SEC A1 Distance Education  8 September – 30 October
$290
For additional course details please click the following link http://www.yougotclass.org/course/index.cfm/Bermuda/Spanish-for-Medical-Professionals

HORTICULTURE
Certificate in Basic Horticulture (Level 1)  AGC 990
This foundational, competency-based programme is designed to prepare students with the skills and knowledge to prepare them for careers in the landscape and horticulture industries. Upon completion, students will be qualified to work in grounds maintenance, plant nurseries, and landscaping or garden centres.

SEC A1 Hybrid  TR  6:00 - 9:00PM
15 September – 17 December
Judith Welch
$1,795

Note: Dates and fees above represent the first semester of the two semester programme. Level 2 will be offered during the Spring semester. Course fee does not include textbooks.

EXAM PREPARATION COURSES

Marine Navigation/ Pilot’s Course  NAV 851
This basic course covers the syllabus for the Marine and Ports Local Licenses to “C” Class covering coastal navigation in local and international waters.

SEC A1 BH HYBRID M 6:00 - 8:30PM
14 September – 16 November  $525
Jeffrey Patterson

Introduction to Real Estate  RST 860
The Introduction to Real Estate course provides the fundamental knowledge required for those navigating the Bermuda real estate market and those entering the real estate industry. The content for the course is designed around the requirements for the Bermuda Real Estate Exam.

SEC A1 BH
Distance Education M 6:00 - 9:00PM
14 September – 2 November  $525
Lawrence Sticca

SHORT PROFESSIONAL DEVELOPMENT WORKSHOPS

AQUAPONICS
Introduction to Aquaponics  TDS AQUA 1
This course is a basic introduction to agricultural technology. At the end of the course students will have an understanding of the various types of systems and the basic components of an aquaponics system.

SEC A1 TH Hybrid W 6:00 - 8:00PM
7, 14, 21, 28 October  $150
Mr. Joseph Weeks

WATER QUALITY
Drinking Water Quality Controls  TDS HEA6
This course offers a holistic approach to water quality control in Bermuda and is designed to enhance the knowledge of workers and specialists in the field. Additionally, this course aims to raise awareness and understanding of the different facets of water quality control and how they interplay among a broad spectrum of private, government and other sectors.

SEC A1 WH W108 M 9:00AM - 5:00PM
7 December  $495
SEC A2 WH W108 M/T 6:00PM - 9:00PM
8 December  $495
Tariq Smith

Best Practices for Residential Water Management in Bermuda  TDS HEA7
This course is designed to equip attendees with basic skills for managing their residential water and wastewater installations based on best practices and
international guidelines. Students will learn the basic of drinking water treatment, water conservation and concepts for managing your water and waste water in Bermuda.

<table>
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<th>Course</th>
<th>Instructor</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
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<td>WASTE MANAGEMENT</td>
<td>Tariq Smith</td>
<td>30 November</td>
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**WASTE MANAGEMENT**

**Fundamentals of Wastewater Treatment & Management**

This interactive course is geared at maintenance personnel, facility managers as well as educators, students, and specialists in the field of wastewater treatment and management in Bermuda. Through a blend of interactive lectures and hands-on practical sessions, this course aims to provide attendees with a basic knowledge of the concepts and tools essential for operating wastewater treatment facilities.

SEC A1  WH W108  M 9:00AM - 5:00PM

**BUILDING FINANCIAL LITERACY**

An introduction to basic money and financial concepts to help you build practical financial skills and begin to take control of and manage your financial future. A four-part series, with certificate upon completion.

**Financial Literacy Part 1**

**The Basics of Budgeting and Savings**

Begin to think about your goals, both now and for the future. Learn how to figure out your current financial situation. Discover the basics of budgeting and savings through hands on examples and using readily available tools to assist.

SEC A1  W 6:00 - 9:00PM

**Financial Literacy Part 2**

**Income, Expenses and Debt**

Having a plan and taking time to think about your outgoing as well as your incoming funds provides an opportunity to improve how to use the funds you have. Learn how all debt is not the same and how to differentiate between good debt and bad debt. This session will show how you can prioritise your expenses and avoid common mistakes.

SEC A1  W 6:00 - 9:00PM

**Financial Literacy Part 3**

**Planning for Your Retirement**

Think about your retirement goals and plan for your future. This session will help you understand retirement planning fundamentals including setting up your retirement goals, implementing a savings programme and exploring sources of retirement income. Highlights of the Bermuda Pension scheme will be explained.

SEC A1  W 6:00 - 9:00PM

14 October

Chartered Financial Analysts (CFA) Society Bermuda

**Financial Literacy Part 4**

**Putting It All Together**

This final session will review all the concepts and discuss practical tips. A panel with all the presenters will be there to review real life examples and answer questions.

SEC A1  W 6:00 - 9:00PM

21 October

Chartered Financial Analysts (CFA) Society Bermuda

Note: Students must register and complete the full series of 4 workshops in order to receive the certificate. The cost is $80 for the workshop series.

**DATA PRIVACY**

**Gearing up for PIPA, Data Privacy and Cybersecurity Compliance**

Data breaches and cyber-attacks are becoming a big conversation in and out of boardrooms. Courses focus on empowering individuals as Bermuda prepares for PIPA, GDPR and similar legislation, and the requirements for cyber security. We will cover Extraterritorial Scope of data privacy and cyber security legislation (data transfers), data protection basics, protecting data in the cloud, BYOD, incident response, and cyber resilience.

SEC A1 Distance Education T 10:00AM - 1:00PM

1 September – 29th

$500

*$1,275 Combination Data Privacy with Privacy Officer Courses*

*$1,800 Combination Data Privacy with Privacy Officer & Practitioner Courses*

Taheera Lovell, Cha’Von Clarke-Joell

**Privacy Officer Foundation**

Gain the knowledge and skills to enable you to fulfil the Privacy Officer role under the Personal Information Protection Act (PIPA). The Foundation training will cover topics such as key points in the legislation, responding to subject access requests, and how to conduct a privacy impact assessment. On successful completion of the Foundation certificate, participants interested in the Privacy Officer career opportunity will continue on to study incident investigations, response management, and reporting for the Practitioner certificate.

SEC A1  Distance Education 1 October – 12 October

$800

**Induction session:**

1 October  R 10:00AM - 11:00AM

**Teaching sessions:**

5, 7, 9 October  MWFS 10:00AM - 12:00PM

**Assessment:**

12 October  M 9:00AM - 7:00PM
NON-CREDIT COURSES

will become more marketable in computer-related career fields that pertain to database administration. Learning SQL can also lead to a job that is specific to analysing data such as a data analyst, a quality assurance analyst, or a business analyst.

SEC A1 Distance Education 8 September – 27 November $595

NEW! Certified Online Instructor (COI Certification) TDS 766
For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training. COI requires the registrant to take a 40 question exam. The registrant will have their students evaluate one of their online courses, and the Chair of the Faculty Advisory Board will critique one of the registrant’s online courses.

SEC A1 Distance Education 8 September – 27 November $795

NEW! Certificate in Data Analysis (Full Certificate) TDS1200
Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyse that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organisation by acquiring data analysis skills.

SEC A1 Distance Education 8 September – 27 November $495

NEW! Bookkeeping Certificate (Full Certificate) TDS 829
How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage the financial health of your business.

SEC A1 Distance Education 8 September – 27 November $495

NEW! Certificate in Mastering Excel (Full Certificate) TDS 1220
A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world.

This Certificate will help you discover how to attractively visualise your data into meaningful information with confidence.

SEC A1 Distance Education 8 September – 27 November $495

Privacy Officer Foundation & Practitioner TDS SECUR 20
Gain the knowledge and skills to enable you to fulfil the Privacy Officer role under the Personal Information Protection Act (PIPA). The Foundation and Practitioner course is an ideal way to strengthen your understanding of the legislation and prepare for the new Privacy Officer career opportunity by learning or enhancing skills to respond to information requests and privacy impact assessments. The Foundation covers topics such as key points in the PIPA legislation, responding to subject access requests, and how to conduct a privacy impact assessment.

SEC A1 Distance Education 14 October – 23 October $1,350

Introduction session: 14 October W 10:00AM - 11:00AM
Teaching sessions: 16, 19, 21 October FMW 10:00AM - 12:00PM
Assessment: 23 October F 9:00AM - 7:00PM

SEC A2 Distance Education 9 – 18 November $1,350

Introduction session: 9 November M 10:00AM - 11:00AM
Teaching sessions: 11, 13 November MW 10:00AM - 1:00PM
Assessment: 18 November W 9:00AM - 7:00PM
Taheera Lovell, Cha’Von Clarke-Joell

PROFESSIONAL DEVELOPMENT COURSES

NEW! Coding Certificate TDS 355
Coding is becoming one of the most in-demand skills in the workplace today. As a result, coding has become a core skill that bolsters one’s chances for contributing higher value to organisations. The highest demand is for programming languages with broad applicability.

SEC A1 Distance Education 8 September – 27 November $595

NEW! SQL Certificate TDS 380
Structured Query Language (SQL) is the industry standard database programming language. It is one of the most in demand skills in occupations that require interaction with data and analysing data. Through your knowledge of Structured Query Language, you will become more marketable in computer-related career fields that pertain to database administration. Learning SQL can also lead to a job that is specific to analysing data such as a data analyst, a quality assurance analyst, or a business analyst.

SEC A1 Distance Education 8 September – 27 November $595

NEW! Combination Privacy Officer & Practitioner Courses*
Taheera Lovell, Cha’Von Clarke-Joell

NEW! Induction session: 30 October F 10:00AM - 11:00AM
Teaching sessions: 2, 4 November MW 10:00AM - 1:00PM
Assessment: 6 November F 9:00AM - 7:00PM

SEC A2 Distance Education 800

SEC A1 Distance Education 8 September – 27 November $595

NEW! Certificate in Data Analysis (Full Certificate) TDS1200
Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyse that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organisation by acquiring data analysis skills.

SEC A1 Distance Education 8 September – 27 November $495

NEW! Bookkeeping Certificate (Full Certificate) TDS 829
How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage the financial health of your business.

SEC A1 Distance Education 8 September – 27 November $495

NEW! Certificate in Mastering Excel (Full Certificate) TDS 1220
A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world.

This Certificate will help you discover how to attractively visualise your data into meaningful information with confidence.

SEC A1 Distance Education 8 September – 27 November $495
**ONLINE COURSES**

**Course details: WWW.COLLEGE.BM/PACE**

### BUSINESS

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<td>Productivity &amp; Time Management Certificate (Full Certificate)</td>
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### NEW 21ST CENTURY STRATEGIES FOR

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<td>Productivity e-Tools</td>
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<td>The Basics of Bookkeeping</td>
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<td>Getting Started in Sales</td>
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### BUSINESS COMMUNICATION

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<td>Infographics</td>
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<td>Adobe Photoshop Essentials</td>
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<td>Graphic Design for Visual Presentation</td>
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<td>Grammar Refresher Certificate</td>
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<td>Introduction to Fiction Writing</td>
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### Certificate in Basic Game Design (Full Certificate)
- SEC A1
- 1 June - 31 July
- TDS 1600
- Distance Education
- $395

### Introduction to Game Design
- SEC A1
- 1 June - 26 June
- TDS 1605
- Distance Education
- $245

### Intermediate Video Game Design
- SEC A1
- 4 May – 29 May
- TDS 1620
- Distance Education
- $245

### Certificate in Business Writing
- SEC A1
- 8 September – 27 November
- TDS 1165
- Distance Education
- $495

### Business Writing
- SEC A1
- 8 September – 2 October
- TDS 1165
- Distance Education
- $195

### Effective Copywriting
- SEC A1
- 5 October – 30 October
- TDS 1155
- Distance Education
- $195

### Writing News and Press Releases
- SEC A1
- 2 November – 27 November
- TDS 1168
- Distance Education
- $195

### Certificate in Customer Service
- SEC A1
- 8 September – 30 October
- TDS 1101
- Distance Education
- $245

### Keys to Customer Service
- SEC A1
- 8 September – 2 October
- TDS 1102
- Distance Education
- $145

### Extraordinary Customer Service
- SEC A1
- 5 October – 30 October
- TDS 1107
- Distance Education
- $145

### Certificate in Workplace Communication (Full Certificate)
- SEC A1
- 8 September – 27 November
- TDS 1166
- Distance Education
- $595

### Conflict Management
- SEC A1
- 8 September – 2 October
- TDS 1271
- Distance Education
- $245

### Negotiation: Get What You Want
- SEC A1
- 5 October – 30 October
- TDS 1273
- Distance Education
- $245

### Using Personality Profiles for Better Work Performance
- SEC A1
- 2 November – 27 November
- TDS 1279
- Distance Education
- $245

### HUMAN RESOURCES

#### Business Coaching Certificate (Full Certificate)
- SEC A1
- 8 September – 30 October
- TDS 575
- Distance Education
- $395

#### Key Essentials for Conducting Workplace Investigations
- SEC A1
- 5 October – 30 October
- TDS 1266
- Distance Education
- $195

#### Your Workplace, Your Employees & The Law
- SEC A1
- 5 October – 30 October
- TDS 1269
- Distance Education
- $195

#### Applying Lean Sigma Practices to HR Functions
- SEC A1
- 5 October – 30 October
- TDS 1315
- Distance Education
- $245

### MANAGEMENT

#### Certificate in Non-Profit Administration (Full Certificate)
- SEC A1
- 8 September – 27 November
- TDS 1050
- Distance Education
- $595

#### Revenue Generation for Non-Profits
- SEC A1
- 8 September – 30 October
- TDS 1051
- Distance Education
- $495

#### Program Evaluation for Non-profit Professionals
- SEC A1
- 2 November – 27 November
- TDS 1052
- Distance Education
- $245

#### Collaborative Management
- SEC A1
- 5 October – 30 October
- TDS 1283
- Distance Education
- $245

#### Managing Generations in the Workplace
- SEC A1
- 2 November – 27 November
- TDS 1282
- Distance Education
- $175

#### Managing Social Change Certificate (Full Certificate)
- SEC A1
- 8 September – 27 November
- TDS 505
- Distance Education
- $495

#### Change Management Skills
- SEC A1
- 8 September – 2 October
- TDS 1412
- Distance Education
- $195

#### Change in the Workplace
- SEC A1
- 5 October – 30 October
- TDS 1410
- Distance Education
- $195
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<th>Course Name</th>
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<td><strong>NON-CREDIT COURSES</strong></td>
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<td>Creating Community &amp; Social Change</td>
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<td>Advanced Web Design</td>
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<td>CSS Fundamentals</td>
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<td>Mastering Video Marketing</td>
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<td>YouTube for Business</td>
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<td>Improving Email Promotions</td>
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<td><strong>NEW! Advanced Google Analytics</strong></td>
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<td><strong>SOCIAL MEDIA FOR BUSINESS</strong></td>
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<td>Certificate in Social Media for Business (Full Certificate)</td>
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<td>Introduction to Social Media</td>
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### Marketing Using Social Media
- **Course Code:** TDS 535
- **Mode:** Distance Education
- **Dates:** 5 October – 30 October
- **Fees:** $195

### Integrating Social Media in Your Organisation
- **Course Code:** TDS 530
- **Mode:** Distance Education
- **Dates:** 2 November – 27 November
- **Fees:** $195

### Instagram for Business
- **Course Code:** TDS 775
- **Mode:** Distance Education
- **Dates:** 8 September – 2 October
- **Fees:** $195

### Facebook for Business
- **Course Code:** TDS 1020
- **Mode:** Distance Education
- **Dates:** 5 October – 30 October
- **Fees:** $245

### PERSONAL DEVELOPMENT

#### NEW! The Teen Brain
- **Course Code:** TDS 755
- **Mode:** Distance Education
- **Dates:** 8 September – 2 October
- **Fees:** $145

### TRAINING AND DEVELOPMENT

#### Certificate in Online Teaching
- **Course Code:** TDS 773
- **Mode:** Distance Education
- **Dates:** 8 September – 27 November
- **Fees:** $495

#### Advanced Teaching Online
- **Course Code:** TDS 763
- **Mode:** Distance Education
- **Dates:** 8 September – 2 October
- **Fees:** $195

#### Designing Online Instruction
- **Course Code:** TDS 764
- **Mode:** Distance Education
- **Dates:** 5 October – 30 October
- **Fees:** $195

#### Fostering Online Discussion
- **Course Code:** TDS 767
- **Mode:** Distance Education
- **Dates:** 2 November – 27 November
- **Fees:** $195

#### Certificate in Learning Styles
- **Course Code:** TDS 769
- **Mode:** Distance Education
- **Dates:** 5 October – 27 November
- **Fees:** $395

#### Students with ASD (Autism Spectrum Disorder)
- **Course Code:** TDS 756
- **Mode:** Distance Education
- **Dates:** 5 October – 30 October
- **Fees:** $145

#### Gender in the Classroom
- **Course Code:** TDS 770
- **Mode:** Distance Education
- **Dates:** 5 October – 30 October
- **Fees:** $145

#### Generational Learning Styles
- **Course Code:** TDS 842
- **Mode:** Distance Education
- **Dates:** 2 November – 27 November
- **Fees:** $145

#### Substitute Teacher Preparation
- **Course Code:** TDS 845
- **Mode:** Distance Education
- **Dates:** 5 October – 30 October
- **Fees:** $145

#### Talking Circles: A Restorative Approach to Student Discipline
- **Course Code:** TDS 757
- **Mode:** Distance Education
- **Dates:** 5 October – 30 October
- **Fees:** $195

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**NOTE:** All students registering for online courses must be proficient with computers.

**Technical Requirements:**
- Internet access with Internet Explorer; Firefox Mozilla; or Safari web browser.
- Audio software such as Windows Media, Real, or Flash.
- Speakers to listen to audio.
ARTICULATION AGREEMENTS AND PARTNERSHIPS

Bermuda College has established a number of agreements with colleges and universities in Canada, the United Kingdom, the United States of America, and the West Indies/Caribbean Islands. The purpose of these agreements is to formalise the pathways for Bermuda College students to continue their studies abroad. Articulation Agreements facilitate a seamless transfer to baccalaureate programmes for Bermuda College graduates, often with a course-for-course template. Partnerships may indicate that the two institutions have agreed to collaborate, exchange students, faculties, and programmes, and share research. In the case of a partnership, BC course transfers must be worked out, by case.

To facilitate a smooth transition to the transfer school, students are encouraged to make an appointment with the Bermuda College Career and Counseling Centre to ensure that the appropriate agreement or partnership has been negotiated with the school they have selected, and that they meet the requirements for transfer.

Visit the Bermuda College website to view the list of schools and to determine whether the proposed course of study is covered by the existing agreements. You can find this information at: www.college.bm/pathways

BUSINESS SERVICE HOURS:
Aug. 31  8:45AM - 5:00PM
Sept. 1 - 3  8:45AM - 6:00PM
Sept. 4  8:45AM - 5:00PM

REGISTRATION OPEN UNTIL:
Friday, September 4, 12 NOON

LOCATION:
Bermuda College Centre, 2nd Floor

WAYS TO CONTACT US:
1. TEL: 236-9000
2. ONLINE: www.college.bm
3. EMAIL: admissions@college.bm
4. MAIL: P.O. Box HM 2718, Hamilton HMLX, Bermuda

DETAILS FOR NON-CREDIT COURSES

CONTACT:
DIVISION OF PROFESSIONAL AND CAREER EDUCATION
1. TEL: 236-9000 ext. 4117/4119
2. FAX: 239-4028
3. EMAIL: padmin@college.bm

ACCREDITATION STATUS

Bermuda College is accredited by the New England Commission of Higher Education (NECHE).

Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
T: (781) 425-7785 • Web: www.neche.org
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